Pay Equity Implementation in the Manitoba Civil Service

Manitoba
Civil Service
Commission

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THE MANITOBA CIVIL SERVICE

PAY EQUITY IMPLEMENTATION

OCTOBER 1985 - SEPTEMBER 1987

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TABLE OF CONTENTS

	Page No.
PREFACE	i-iv
PART I - REQUIREMENTS OF THE MANITOBA PAY EQUITY ACT	1
PART II - THE MANITOBA CIVIL SERVICE	5
The Civil Service Commission	5
The Manitoba Government Employees Association (MGEA)	5
Professional Associations	6
Employees Excluded from Bargaining Units	6
Classification System	10
PART III - PAY EQUITY IMPLEMENTATION	11
Pay Equity Commissioner	11
Negotiating Teams	11
PHASE I	13
A. SELECTION OF JOB EVALUATION SYSTEM	13
Legislative Requirements	14
Call For Tenders	14
Selection Criteria	14
Interviews with Job Evaluation Consultants	15
The Hay System	16
B. APPLICATION OF THE JOB EVALUATION SYSTEM	16
Gender-Dominated Classes to be Evaluated	16
Additional Female-Dominated Classes	20
Senior Officers	20
Memorandum of Agreement, First Phase	20
PHASE II	24
A. JOB ANALYSIS	24
Representative Positions	24
Incumbent Selection	24
1. MGEA Represented Classes	24
2. Non-MGEA Classes	25
Rating of Gender-Dominated Job Classes	25
1. Committee Structure	26
2. Training	27
3. Roles	27
4. Back-up Plans	28
5. Job Rating	28
6. Evaluation Results	28

Page No.

B. WAGE ADJUSTMENT NEGOTIATIONS 29

Wage Adjustment Model 30
Female-Dominated Classes Receiving
Pay Equity Adjustment 34
Additional Classes Receiving Pay Equity Adjustments 34
Female-Dominated Classes Not Receiving
Pay Equity Adjustments 34
Total Cost to Employer 35
Memorandum of Agreement, Second Phase 37

CLOSURE OF THE GENDER-BASED WAGE GAP 37

CONCLUSION 39

APPENDICES

APPENDIX 1: Hay Guide Chart - Profile
APPENDIX 2: List of Gender-Dominated Classes by Gender and Employee Group
APPENDIX 3: List of Additional Classes by Employee Group
APPENDIX 4: Memorandum of Agreement Between Government of Manitoba and MGEA
APPENDIX 5: Sample Job Description
APPENDIX 6: Gender-Dominated Classes, Evaluation Results
APPENDIX 7: Wage Rates and Pay Equity Adjustments of Gender-Dominated Classes
APPENDIX 8: Additional Female Classes Receiving Pay Equity Adjustments
APPENDIX 9: Female-Dominated Classes Not Receiving Pay Equity Adjustments
APPENDIX 10: Additional Female-Dominated Classes Not Receiving Pay Equity Adjustments
APPENDIX 11: Memorandum of Agreement, Second Phase

LIST OF TABLES

TABLE 1: Employee Distribution in the Manitoba Civil Service 7
TABLE 2: Summary of Gender-Dominated Classes by Employee Group ... 18
TABLE 3: Summary of Employee Distribution in Female and Male-Dominated Classes 19
TABLE 4: Summary of Employees in Additional Female Classes 22
TABLE 5: Summary of Employees in Female-Dominated and Additional Classes 23
TABLE 6: Total Evaluated and Adjusted Female Classes By Employee Group..... 36
TABLE 7: Pre- and Post-Pay Equity Implementation 38

LIST OF FIGURES

FIGURE 1: Employee Distribution by MGEA Component and Gender 8
FIGURE 2: MGEA Components By Gender 9
FIGURE 3: Evaluated Classes (MGEA) 32
FIGURE 4: Female and Male Salary Lines 33

PREFACE

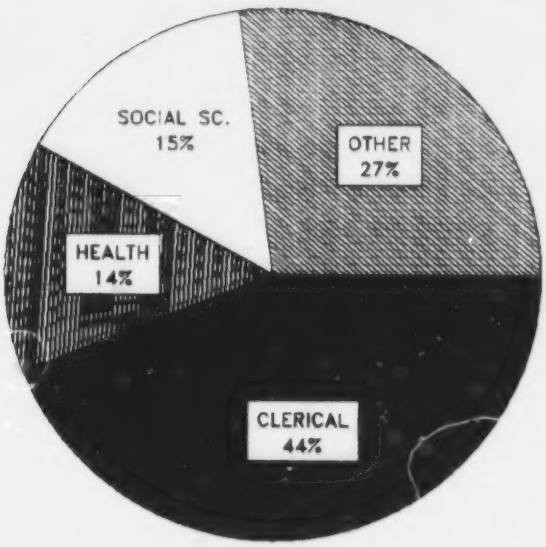
The primary reasons for the existence of the Manitoba Pay Equity Act (1985) are stated in the preamble:

> "WHEREAS many women in the Manitoba labour force work in traditionally female occupational groups, where their work is undervalued and underpaid,
>
> AND WHEREAS Canada's international obligations commit this country to implementing the principle of equal pay for work of equal value;
>
> AND WHEREAS section 15 of the Canadian Charter of Rights and Freedoms guarantees individuals equality be before and under the law and the right to the equal protection and equal benefit of the law without discrimination;"

Although women's participation in the labour market continues to grow in Manitoba, the segregation of women within a narrow range of occupational groups has not changed. Information from the 1986 Census demonstrates no significant change in female occupational segregation. Women in Manitoba continue to be employed in four major occupational groups with 31% in clerical, 17% in service, 10% in health and 9% in sales. In contrast, male workers tend to be distributed more evenly throughout the occupational groupings. This picture is consistent for all provinces, and is reflected in many organizations in all sectors of the economy.

The segregation of women workers is also apparent within the Manitoba Civil Service. In 1987, 73% of the female employees were in only three of the Manitoba Government's Employee's Association (MGEA) nine components, with 44% in Clerical, 15% in Social Sciences and 14% in Health.

MANITOBA CIVIL SERVICE
Employment of Women by MGEA Component: 1987



The over-representation of women workers in a narrow range of jobs would not be a problem in itself except that these jobs have been traditionally undervalued and consequently underpaid. This occupational segregation is the major cause of the gender wage gap between men and women workers.

Although this segregation is the primary reason for the wage gap, there are a number of other factors which contribute to this gap including unequal access in job entry, fewer promotions for women within organizations and predominance of females in non-unionized jobs. Also, some factors which affect the wage gap are not directly attributable to discrimination, for example, lower wage rates of part-time workers, number of hours worked, and length of continuous service in an organization.

The wage gap is closing, but very slowly. In 1970, women in Manitoba working full time, full year were paid 60¢ for every dollar paid to men. According to the most recent Census, women in Manitoba in 1985 were paid 67¢ for every dollar paid to men.

Pay equity legislation is a method to reduce pay inequities based on the undervaluation of women's jobs. It is based on the principle that wages should reflect the value of the job to the organization, regardless of the gender of the worker.

Manitoba's Pay Equity Act is legislation aimed at remedying the undervaluation of women's jobs. The Act specifies that

> "'pay equity' means a compensation practice which is based primarily on the relative value of the work performed, irrespective of the gender of employees, and includes the requirement that no employer shall establish or maintain a difference between the wages paid to male and female employees, employed by that employer, who are performing work of equal or comparable value".

Prior to the introduction of The Pay Equity Act in Manitoba, women in the Manitoba Civil Service in 1984 were paid hourly wages approximately 81% of male hourly wages; a gender wage gap of 19%. The objective of the pay equity exercise was to identify and correct any portion of this gap resulting from the underpaying of female jobs of equal or comparable value to male jobs.

The legislation outlines a two-year negotiation process followed by a four-year pay equity wage adjustment process.

Employers, unions, and employee representatives are required to collectively bargain solutions to any inequity which is found to exist. The job evaluation system which is used to measure and compare jobs, the jobs to be evaluated, and any eventual wage adjustments are all negotiated. Any wage adjustments which are made can be phased in over four years.

The legislation required that the Manitoba Civil Service Commission and the principle union, the Manitoba Government Employees Association (MGEA) begin negotiations on October 1, 1985 and reach final agreement by September 30, 1987 with the four-year pay equity wage adjustment period to follow.

Crown corporations, 23 health care facilities and four universities are also covered by the legislation but are one year behind the civil service in beginning pay equity implementation.

This report provides: highlights of The Pay Equity Act; a description of the Manitoba Civil Service; pay equity implementation within the civil service including selection and application of a job evaluation system; job analysis; the wage adjustment process and results; and the closure of the female/male wage gap in the civil service.

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PART I

REQUIREMENTS OF THE MANITOBA PAY EQUITY ACT

Requirements	Legislative Reference	
	Direct	Indirect
1. The purpose of the act is to establish the principle of pay equity in Manitoba and to inform employers, unions and employees, in both the public and private sectors, of the principles and practices of pay equity.	Section 2	
2. Pay Equity is defined as a compensation practice which is based primarily on the value of the work performed, regardless of the gender of the employee. It includes the requirement that no employer shall establish or maintain a difference between the wages paid to male and female employees, who are performing work of equal or comparable value.	Section 1 - definition of "pay equity"	Section 6(2)
3. Value is assessed using the composite of skill, effort and responsibility normally required in the performance of the work and the conditions under which the work is performed.	Section 6(1)	Section 6(2)
4. No employee's wages can be reduced to implement pay equity.	Section 7(1); 7(2)	
5. Pay equity is mandatory in the Manitoba Civil Service, Crown corporations, and 27 external agencies comprising 23 hospitals and 4 universities. Under the act, the civil service commenced implementation October 1, 1985, while for the other entities the process began as of October 1, 1986. The external agencies are listed in the schedule at the end of the act.	Section 8(1); 13(1); Schedule A	Section 1 - definitions of "Crown entity" and "external agency"; Section 3.

Requirements	Legislative Reference: Direct	Legislative Reference: Indirect
6. Three features of Manitoba's legislation distinguish it from other existing equal value legislation in Canada: it is pro-active, it makes use of the collective bargaining process, and it calls for the establishment of a Pay Equity Bureau.	Section 8(1); 8(2); 8(3); 13(1); 13(2); 13(3); 5(1)	Section 11; 16; 9(1); 14(1)
7. The pro-active approach obliges the legislated public sector employers to apply a single, gender-neutral, job evaluation system to female-dominated and male-dominated classes of employees in order to compare the value of the work performed. The purpose of the job evaluation process is to identify pay inequities.	Section 9(1); 14(1)	
8. A class is considered gender-dominated if 70% or more of those in a class of 10 or more people are of the same gender. In the case of employers with more than 500 employees, other classes may be considered gender-dominated if negotiated by the bargaining parties involved.	Section 1 - definitions of "female-dominated class" and "male-dominated class"	
9. Through the collective bargaining process required by the act, employees play a vitally important role in the implementation of pay equity. Unions, representatives of non-unionized employees, and the employer are obliged to bargain in good faith, making every reasonable effort to reach agreements respecting this process.	Section 8(2); 8(3); 13(2); 13(3)	Section 1 - definition of "employee representative"
10. A Pay Equity Bureau has been established in Manitoba Labour, managed by an executive director with broad powers to monitor compliance with the legislation. Public sector employers must file reports with the bureau. These reports will be summarized in the executive director's annual report, which is to be tabled by the minister responsible in the legislature.	Section 5(1); 5(2); 5(3); 9(2); 14(2); 5(2)(c); 5(4); 10(2); 10(3); 15(2); 15(3)	Section 10(3); 15(3)

Requirements	Legislative Reference Direct	Indirect
Should the bargaining process break down, the executive director will also have the right to refer unresolved matters to adjudication.		
11. In addition to these important monitoring and reporting functions, the bureau also has a mandate to provide pay equity information and assistance to employers, employees and bargaining agents, in the public and private sectors.	Section 5(3)(a)	Section 5(2)(a); 2(b)
12. A pay equity commissioner was designated to oversee the day to day details of implementation within the civil service, while the act provides that entities may designate a person as pay equity officer to perform a similar role for those organizations. The pay equity commissioner and any appointed officers are obliged to cooperate with the executive director of the Pay Equity Bureau so that the executive director can effectively monitor progress and provide any needed assistance.	Section 12(1); 12(2); 17(1); 17(2)	
13. The act contains specific deadlines for reaching agreements. In the provincial civil service, implementation began on October 1, 1985. An agreement respecting the development or selection and application of a job evaluation system was to be reached by June 30, 1986. Crowns, designated hospitals and universities began the process October 1986 and had until June 30, 1987 to complete this stage.	Section 8(1); 9(1); 13(1); 14(1)	

Requirements	Legislative Reference Direct	Indirect
14. Once job evaluation is completed, a second round of negotiations deals with the exact allocation and phasing-in of necessary wage adjustments. This second agreement was reached September 30, 1987 by the civil service, while other entities were scheduled for completion by September 30, 1988. Wage adjustments follow completion of this stage.	Section 9(1); 14(1)	
15. Impasses in the civil service could be referred to an arbitration board. Other entities could be referred to the Labour Board for adjudication.	Section 10(1) through to 10(9); 15(1) through to 15(8)	
16. Pay equity wage adjustments may be phased in over 4 years, following completion of the second agreement.	Section 7(3)(b); 9(1); 14(1)	Section 1 - definition of "wages"
17. In any twelve-month period, however, no employer is obliged to allocate more than 1% of the previous year's payroll for pay equity wage adjustments.	Section 7(3)(a)	

PART II

THE MANITOBA CIVIL SERVICE

The Government of Manitoba is the largest employer in the province, with approximately 18,500 employees as of October 1987 representing 3.7% of the employed labour force in Manitoba. Approximately 55% of these employees are men and 45% are women. The majority of employees are permanent, however there is a small number of term and departmental or seasonal employees.

The majority of civil servants work in government departments; some work for commissions or boards which are subject to The Civil Service Act. Employees in these entities are also within the jurisdiction of The Pay Equity Act.

The Civil Service Commission

The Civil Service Commission is responsible for establishing a classification plan and a pay plan for provincial employees. The Commission is also responsible for negotiating, on behalf of the government, employee compensation and conditions for the collective agreement.

The Manitoba Government Employees' Association (MGEA)

The Manitoba Civil Service is 94% unionized. The MGEA is the primary bargaining agent representing about 17,000 members or 92% of the civil service (October 1, 1987), in nine occupational components: Administration; Clerical; Corrections; Education; Health; Legal, Inspection and Regulatory; Physical Sciences; Social Sciences; and Trades, Operations and Services.

As displayed in Table 1, page 7, the majority of employees in the civil service are members of the MGEA. In 1987, the Clerical, Trades and Social Sciences were the three largest components comprising 9,387 employees or 55% of the MGEA membership. A further analysis of MGEA components by gender is shown in Figure 1, page 8. Women were segregated primarily into three

components with 44% of the women in the MGEA being in Clerical, followed by 15% in Social Sciences and 14% in Health. On the other hand, the men in the MGEA predominated in all other components with 32% being in Trades, and 18% in Physical Sciences.

The segregation by gender is further demonstrated in Figure 2, page 9. The Clerical component was the most highly segregated with 92% of the employees being female. Conversely, 91% of the workers in the Physical Sciences and 82% of the workers in the Trades were male.

Professional Associations

In addition to the MGEA, there are four other professional associations representing mainly male employees and approximately 2% of the civil service overall. These associations are: the Legal Aid Lawyers' Association (LALA); Manitoba Association of Crown Attorneys (MACA); Manitoba Medical Association (MMA); and the Organization of Professional Engineers Employed by the Province of Manitoba (OPEEPM).

Employees Excluded from Bargaining Units

Approximately 6% of the civil service did not belong to bargaining units in 1987. Some of these employees are excluded because they primarily perform management functions or are employed in a confidential capacity such as secretary to a deputy minister.

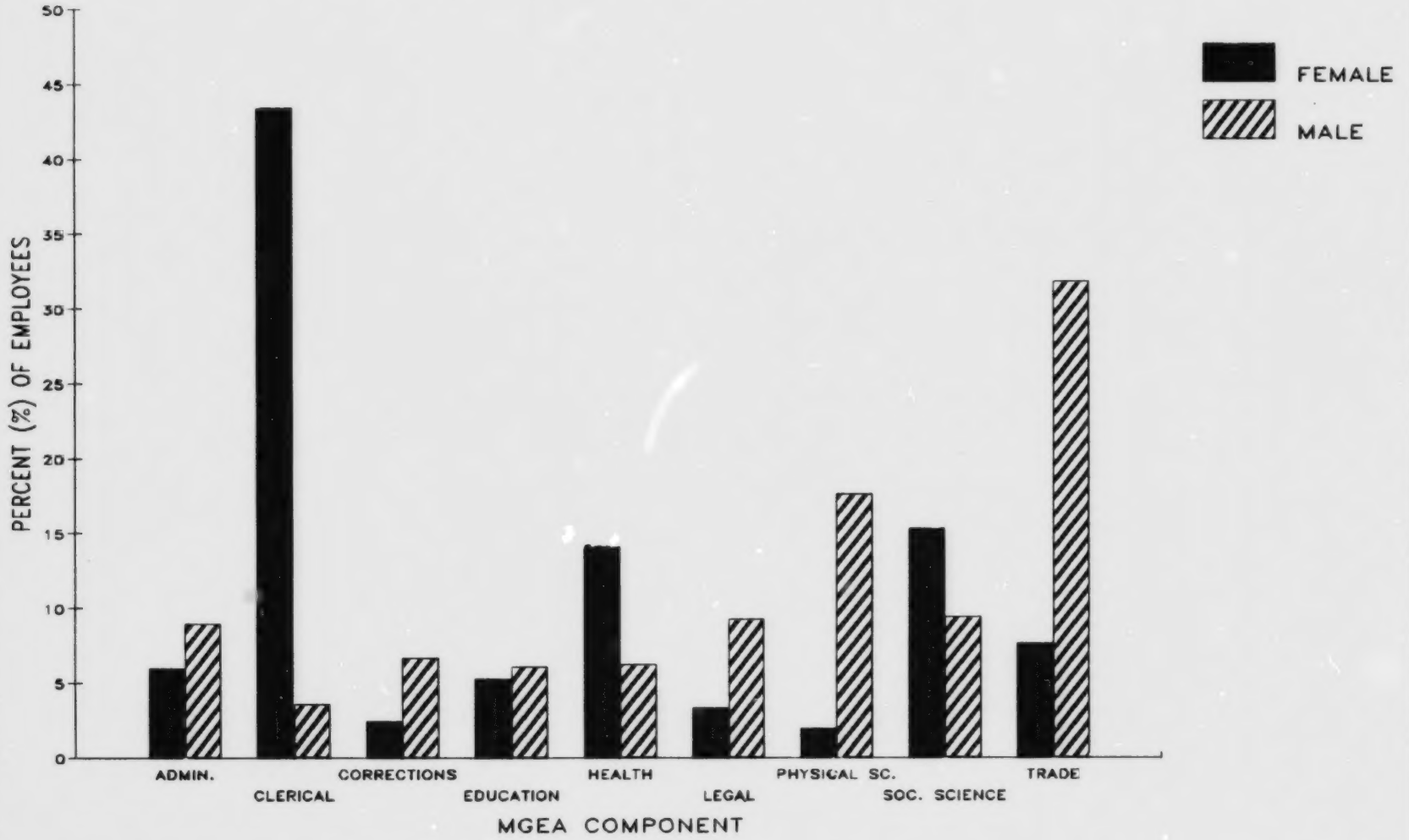
TABLE 1
MANITOBA CIVIL SERVICE
EMPLOYEE DISTRIBUTION IN THE MANITOBA CIVIL SERVICE: 1987

EMPLOYEE GROUPS	FEMALE EMPLOYEES*			MALE EMPLOYEES*			TOTAL EMPLOYEES*		
	NUMBER OF FEMALES	% OF EMPLOYEE GROUP	% OF TOTAL FEMALES	NUMBER OF MALES	% OF EMPLOYEE GROUP	% OF TOTAL MALES	NUMBER OF EMPLOYEES	% OF EMPLOYEE GROUP	% OF TOTAL EMPLOYEES
1. MAN. GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)									
Administration	482	6.0%	5.7%	807	9.0%	8.0%	1,289	7.6%	7.0%
Clerical	3,492	43.5%	41.6%	324	3.6%	3.2%	3,816	22.4%	20.6%
Corrections	203	2.5%	2.4%	604	6.7%	6.0%	807	4.7%	4.4%
Education	429	5.3%	5.1%	547	6.1%	5.4%	976	5.7%	5.3%
Health	1,131	14.1%	13.5%	559	6.2%	5.5%	1,690	9.9%	9.1%
Legal, Insp. & Reg.	272	3.4%	3.2%	837	9.3%	8.3%	1,109	6.5%	6.0%
Physical Sciences	164	2.0%	2.0%	1,586	17.7%	15.7%	1,750	10.3%	9.5%
Social Sciences	1,240	15.4%	14.8%	850	9.5%	8.4%	2,090	12.3%	11.3%
Trades, Op. & Serv.	620	7.7%	7.4%	2,861	31.9%	28.3%	3,481	20.5%	18.8%
MGEA SUB-TOTAL	8,033	100.0%	95.6%	8,975	100.0%	88.9%	17,008	100.0%	92.0%
2. PROFESSIONAL ASSOC.[1]									
MACA	27	47.4%	0.3%	74	24.7%	0.7%	101	28.3%	0.5%
MMA	16	28.1%	0.2%	33	11.0%	0.3%	49	13.7%	0.3%
LALA	10	17.5%	0.1%	20	6.7%	0.2%	30	8.4%	0.2%
OPEEPM/PIPS	4	7.0%	0.0%	173	57.7%	1.7%	177	49.6%	1.0%
PROFESSIONAL SUB-TOTAL	57	100.0%	0.7%	300	100.0%	3.0%	357	100.0%	1.9%
3. EXCLUDED									
Non-Exec. Excluded	280	89.7%	3.3%	554	67.8%	5.5%	834	73.9%	4.5%
Executive Excluded	32	10.3%	0.4%	263	32.2%	2.6%	295	26.1%	1.6%
EXCLUDED SUB-TOTAL	312	100.0%	3.7%	817	100.0%	8.1%	1,129	100.0%	6.1%
TOTAL EMPLOYEES	8,402		100.0%	10,092		100.0%	18,494		100.0%

*Includes departmental employees
Footnote:
Professional Assoc.[1]: MACA - Manitoba Association of Crown Attorneys
MMA - Manitoba Medical Association
LALA - Legal Aid Lawyers' Association
OPEEPM/PIPS - Organization of Professional Engineers Employed By the Province of Manitoba/Professional Institute of Public Servants
Note: Percentages may not add to one hundred due to rounding.
Source: Compensation Services, Civil Service Commission, October 1, 1987

FIGURE 1

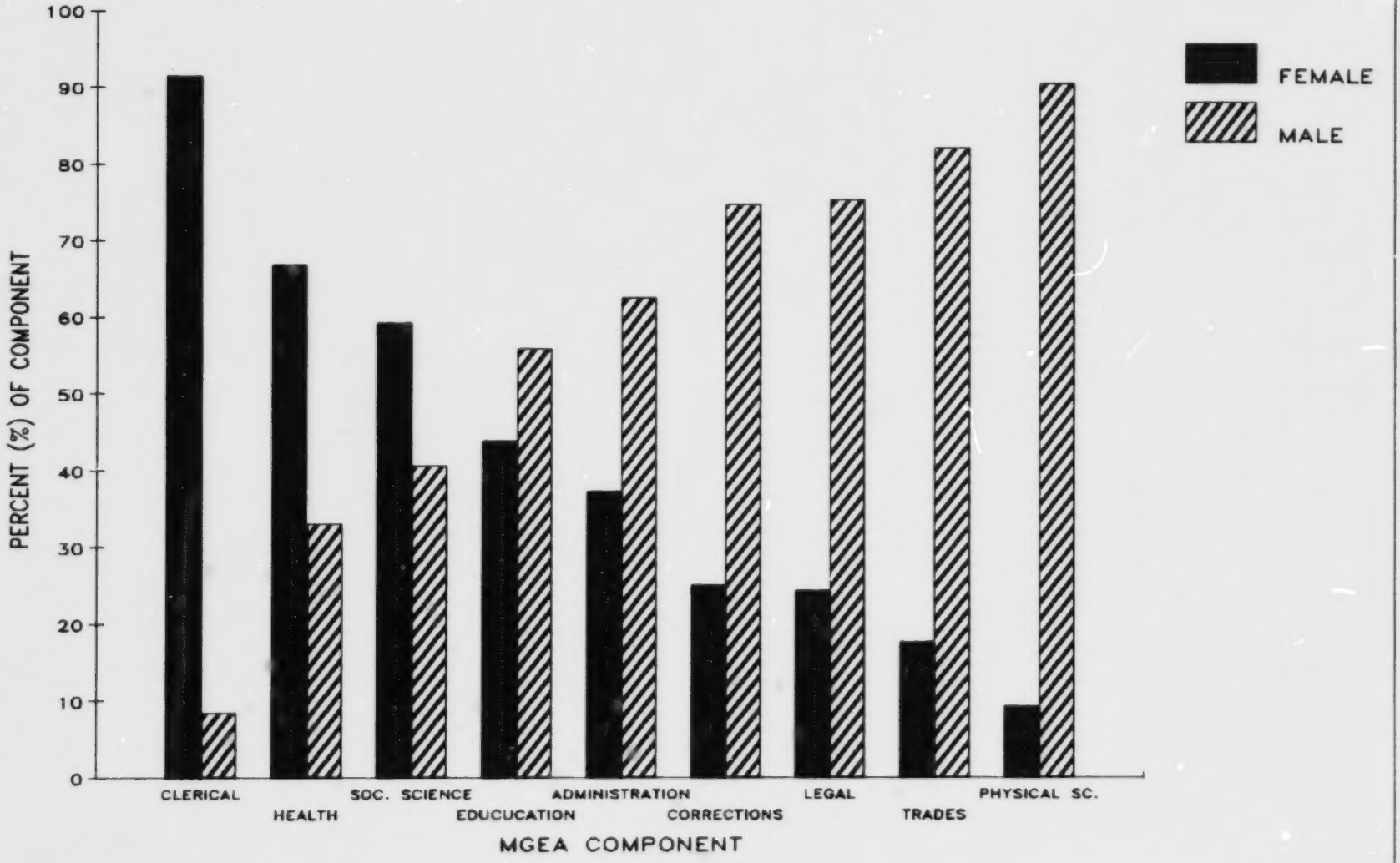
MANITOBA CIVIL SERVICE
Employee Distribution By MGEA Component And Gender: 1987



Source: Civil Service Commission, 1987

FIGURE 2

MANITOBA CIVIL SERVICE
MGEA Components By Gender: 1987



Source: Civil Service Commission, 1987

Classification System

All positions in the civil service have been classified primarily using a grade description classification system. This system groups positions with similar duties, responsibilities, skills, and knowledge into classes. Each class is constructed so that it has similar qualifications (e.g. education and experience). An example of a class is Clerk I.

Certain classes which differ in level of complexity and responsibility are grouped into series. A series ranks closely related classes. For example, the Clerk series contains Clerk I through to Clerk V.

Positions have been classified into 850 classes. Approximately 19% of these classes have only one incumbent, 52% have two to nine incumbents and 30% have ten or more incumbents. Sixty per cent of female employees are clustered in 47 of 850 classes in the civil service.

PART III

PAY EQUITY IMPLEMENTATION

Pay Equity Commissioner

On September 27, 1985 the Ministers Responsible for the Status of Women, and for the Civil Service Commission announced the appointment of a Pay Equity Commissioner. This marked the effective beginning of implementation of Manitoba's Pay Equity Act within the civil service. The Commissioner's duties were primarily to initiate and oversee the implementation of pay equity within the civil service.

Negotiating Teams

Pay equity implementation relies on the process of collective bargaining, requiring the employer and the representatives of the employees to implement pay equity in a manner that is most suitable for their particular organization. The Civil Service Commission, negotiating on behalf of the government, and the Manitoba Government Employees' Association (MGEA) were the principal parties to implementation.

The four professional associations, after consultation, indicated they wished to be kept informed of progress, supplied with relevant information on their classes. Since they represented only male-dominated classes, pay equity adjustments were not an issue for their members.

The management team consisted of three persons:

1. Director, Negotiation Services (Chair), Labour Relations, Civil Service Commission (male)
2. Director, Compensation Services, Labour Relations, Civil Service Commission (male)
3. Special Projects Officer, Civil Service Commission (female)

The Pay Equity Commissioner oversaw the work of the management team, and participated throughout the negotiations.

The labour team consisted of seven persons:

1. Director of Negotiation Services, MGEA (Chair) (male)
2. Research Officer, MGEA (male)
3. Director of Operations, MGEA (male)
4. Workplace Safety & Health Officer, MGEA (female)
5. Director of MGEA Clerical Component (civil servant working in clerical component, elected by executive of clerical component) (female)
6. Fourth Vice-President, MGEA (civil servant in clerical component, elected at convention) (female)
7. Third Vice-President, MGEA (civil servant working in administration component, elected at convention) (female)

These teams formed a joint committee responsible for negotiating the implementation of pay equity. At various times additional resource people were brought in by both parties to provide input on technical questions. From time to time, particular projects were assigned to sub-committees which would report back to the full committee.

Within two months of the appointment of the Pay Equity Commissioner, all relevant parties had been contacted and roles worked out appropriately. From initial discussions, the following general principles evolved:

1. The committee wanted a reliable, proven, valid job evaluation system, whether selected or developed.

2. Pay equity negotiations were to be distinguished from general bargaining. The process was to be contained and focused. Issues which were not pay equity issues would not be permitted to impinge on or obstruct the process.

3. While arbitration was available to resolve a dispute, the parties indicated a strong commitment to developing a bargained solution.

Neither labour or management wished to adopt a mechanical formula. The parties wanted to select a methodology which honoured the legislation and dealt fairly with the data, but allowed negotiating room to minimize potential problems.

Viewing the pay equity process as a contained exercise was a major factor in the successful conclusion in the civil service.

While there may be bargaining issues, classification issues, and administrative issues outstanding in any organization, the parties agreed the pay equity exercise was not the place to address them. The mandate for the process was derived from a law with specific requirements, therefore the strategy was to meet those requirements as constructively as possible by focussing on the issue. If difficulties emerged, they were considered in relation to their priority for pay equity. For example, if an emerging issue was in reality more of an affirmative action concern, then it could safely be referred to the appropriate process. Or, if an issue emerged which should more appropriately be handled through the classification process, then it was referred to that route.

PHASE I

A. SELECTION OF A JOB EVALUATION SYSTEM

The parties agreed that the job evaluation system was a tool in the pay equity process and should be applied flexibly, with sensitivity to the organization's structures. It was also agreed that the system was to be applied only for pay equity purposes, and there would be no intent to broaden the scope or mandate of the exercise.

Legislative Requirements

Regarding the selection of a job evaluation system, the joint committee was guided by certain requirements of the Act.

- The selection of a job evaluation system had to be a bargained decision.
- It had to be a single system which could be applied to all classes.
- It had to be a gender-neutral system.
- It had to be capable of measuring the four factors of skill, effort, responsibility and working conditions.

Call for Tenders

In December 1985, in order to learn more about existing job evaluation systems, the committee invited proposals from various job evaluation consulting firms. The parties also asked the Pay Equity Bureau to provide them with a list of systems which could be suitable for the exercise.

Several companies responded to the call for tender. They were supplied with a copy of the legislation, general information on the organization, number of employees, collective bargaining structure, the scope of the project, information on the existing classification system, and the selection criteria jointly developed by the parties. Thirteen companies wished to be actively considered and the parties agreed to interview all of them.

Selection Criteria

1. The system must identify and address historical gender-based pay inequities between male and female-dominated job classes.

2. The system should have been successfully utilized in a large (500+ employees) public sector environment, preferably in Canada.

3. The system should have a verifiable history of successful implementation through a joint union/management evaluation process. Preferably the job evaluation system would have been used in a multi-bargaining unit setting but, as a minimum, it should have been successfully used with one bargaining unit covering a variety of occupations.

4. The system must be gender-neutral. Firms responding should be prepared to provide independent verification that their approach or system is gender-neutral.

5. The system must evaluate the relative value of male and female-dominated classes. It must be capable of evaluating a wide variety of classes - from production oriented classes to ones with a service orientation; classes with significant technical content to those with little technical but more supervisory content; and classes with little or no public contact to those with significant public contact.

6. The system must be capable of measuring, in a comparative way, skill, effort, and responsibility normally required in the performance of the work and the conditions under which the work is performed.

7. Any proposed system must respect the integrity of the grade description method used by the Civil Service Commission for evaluating the majority of jobs.

8. The system should be capable of implementation within timeframes specified in The Pay Equity Act.

9. Proposals should include a communication strategy designed to ensure that a satisfactory explanation of the approach and findings be provided to employees.

Interviews with Job Evaluation Consultants

Thirteen companies were interviewed by the joint labour/management committee. In general these sessions were perceived as an opportunity to gain understanding of a system and assess personnel. Throughout the sessions union and management questioned personnel from firms and studied systems concerning their ability to measure jobs and uncover inequities related to gender-bias.

Following the first interview with the thirteen companies, four were short listed, and a second round of interviews was planned.

It was stipulated that the consultants representing the firm at these sessions should be the people who would work directly on the project if the firm was chosen. In addition, the plan presented had to be the actual plan used for the complete project - understanding that minor changes would be accommodated. These sessions were viewed as an opportunity for the joint committee to act as a rating committee to evaluate at least four job classes, (Administrative Secretary 3; Teacher of the Deaf; Natural Resources Officer 2; Agrologist 3). The objective was to obtain a better understanding of how each system would be applied to the wide range of jobs in the organization, through a test evaluation of four very different positions.

By the end of this second round of interviews some important decisions were reached. The parties agreed that while the option of developing a system was provided by the law, the time constraints of the legislation and the size and scope of the exercise made this option less feasible than an existing system with a proven track record.

The Hay System

By mid April 1986, the parties agreed to using the job evaluation system presented by Hay Management Consultants. More comprehensive information on the Hay System can be found in Appendix 1.

B. APPLICATION OF THE JOB EVALUATION SYSTEM

Gender-Dominated Classes to be Evaluated

As stipulated by The Pay Equity Act, all classes within the civil service with 10 or more incumbents and 70% or more gender-dominance on the date of commencement of pay equity (October 1, 1985) had to be included as part of the job evaluation process. These classes were referred to as 10/70's.

Table 2, on page 18, outlines the female and male-dominated classes (10/70's) which met the legislative criteria. Fifty female-dominated classes were included, 48 classes from the MGEA components and two excluded classes, both clerical. A total of 147 male-dominated classes were included; 134 from the MGEA components, seven from the professional associations and six from the excluded classes. A complete list of these classes is presented in Appendix 2.

The majority of the female-dominated classes were from the Clerical component (42%), followed by Health (14%) and Social Sciences (12%). In contrast, a large percentage of the male-dominated classes were from the Trades component (30%) followed by Physical Sciences (20%) and Legal (16%).

Table 3, on page 19, gives a further breakdown of employees by MGEA component, professional associations and exclusions. The majority of the employees in female-dominated classes were part of the clerical component (65%), followed by health (13%) and social sciences (8%).

A total of 6,213 workers were included in the male-dominated classes, with 5,712 being male and 501 being female. In contrast to the female-dominated classes, the majority of these workers were in the Trades (38%), and Physical Sciences (25%).

From a civil service workforce of 17,410 workers 36% were employed in male-dominated classes and 31% were part of the female-dominated classes. Total classes evaluated represent 67% of civil service employees. It is noteworthy that from approximately 7,830 women employed in the civil service at this time, 4,783 or 61% were included in the evaluation for possible wage adjustments.

TABLE 2
MANITOBA CIVIL SERVICE
SUMMARY OF GENDER-DOMINATED CLASSES* BY EMPLOYEE GROUP: 1985

EMPLOYEE GROUPS	FEMALE-DOMINATED CLASSES			MALE-DOMINATED CLASSES			TOTAL NUMBER OF GENDER-DOMINATED CLASSES		
	NUMBER OF CLASSES	% OF EMPLOYEE GROUP	% OF TOTAL FEMALE-DOM CLASSES	NUMBER OF CLASSES	% OF EMPLOYEE GROUP	% OF TOTAL MALE-DOM CLASSES	NUMBER OF CLASSES	% OF EMPLOYEE GROUP	% OF TOTAL GENDER-DOM CLASSES
1. MAN. GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)									
Administration	1	2.1%	2.0%	15	11.2%	10.2%	16	8.8%	8.1%
Clerical	21	43.8%	42.0%	4	3.0%	2.7%	25	13.7%	12.7%
Corrections	0	0.0%	0.0%	6	4.5%	4.1%	6	3.3%	3.0%
Education	5	10.4%	10.0%	1	0.7%	0.7%	6	3.3%	3.0%
Health	7	14.6%	14.0%	2	1.5%	1.4%	9	4.9%	4.6%
Legal, Insp. & Reg.	3	6.3%	6.0%	23	17.2%	15.6%	26	14.3%	13.2%
Physical Sciences	0	0.0%	0.0%	29	21.6%	19.7%	29	15.9%	14.7%
Social Sciences	6	12.5%	12.0%	10	7.5%	6.8%	16	8.8%	8.1%
Trades, Op. & Serv.	5	10.4%	10.0%	44	32.8%	29.9%	49	26.9%	24.9%
MGEA SUB-TOTAL	48	100.0%	96.0%	134	100.0%	91.2%	182	100.0%	92.4%
2. PROFESSIONAL ASSOC.[1]									
MACA	0	0.0%	0.0%	2	28.6%	1.4%	2	28.6%	1.0%
MMA	0	0.0%	0.0%	0	0.0%	0.0%	0	0.0%	0.0%
LALA	0	0.0%	0.0%	1	14.3%	0.7%	1	14.3%	0.5%
OPEEPM/PIPS	0	0.0%	0.0%	4	57.1%	2.7%	4	57.1%	2.0%
PROFESSIONAL SUB-TOTAL	0	0.0%	0.0%	7	100.0%	4.8%	7	100.0%	3.6%
3. EXCLUDED									
Non-Exec. Excluded	2	100.0%	4.0%	0	0.0%	0.0%	2	25.0%	1.0%
Executive Excluded	0	0.0%	0.0%	6	100.0%	4.1%	6	75.0%	3.0%
EXCLUDED SUB-TOTAL	2	100.0%	4.0%	6	100.0%	4.1%	8	100.0%	4.1%
TOTAL EMPLOYEES	50		100.0%	147		100.0%	197		100.0%

*Gender-Dominated Classes: 10 or more incumbents, 70% or more gender-dominated

Footnote:

Professional Assoc.[1]: MACA - Manitoba Association of Crown Attorneys
MMA - Manitoba Medical Association
LALA - Legal Aid Lawyers' Association
OPEEPM/PIPS - Organization of Professional Engineers Employed By the Province of Manitoba/Professional Institute of Public Servants

Note: Percentages may not add to one hundred due to rounding.

Source: Compensation Services, Civil Service Commission, October 1, 1985

TABLE 3
MANITOBA CIVIL SERVICE
SUMMARY OF EMPLOYEE DISTRIBUTION IN FEMALE AND MALE-DOMINATED CLASSES*: 1985

EMPLOYEE GROUPS	FEMALE-DOMINATED CLASSES				MALE-DOMINATED CLASSES			
	NUMBER OF FEMALES	NUMBER OF MALES	NUMBER OF EMPLOYEES	EMPLOYEES AS % OF TOTAL FEMALE-DOM CLASSES	NUMBER OF FEMALES	NUMBER OF MALES	NUMBER OF EMPLOYEES	EMPLOYEES AS % OF TOTAL MALE-DOM CLASSES
1. MAN. GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)								
Administration	63	20	83	1.6%	65	308	373	6.0%
Clerical	3,265	202	3,467	65.3%	13	96	109	1.8%
Corrections	0	0	0	0.0%	86	369	455	7.3%
Education	103	17	120	2.3%	82	237	319	5.1%
Health	580	120	700	13.2%	2	24	26	0.4%
Legal, Insp. & Reg.	84	10	94	1.8%	31	530	561	9.0%
Physical Sciences	0	0	0	0.0%	97	1,423	1,520	24.5%
Social Sciences	339	72	411	7.7%	25	143	168	2.7%
Trades, Op. & Serv.	291	85	376	7.1%	74	2,292	2,366	38.1%
MGEA SUB-TOTAL	4,725	526	5,251	98.9%	475	5,422	5,897	94.9%
2. PROFESSIONAL ASSOC.[1]								
MACA	0	0	0	0.0%	10	54	64	1.0%
MMA	0	0	0	0.0%	0	0	0	0.0%
LALA	0	0	0	0.0%	4	10	14	0.2%
OPEEPM/PIPS	0	0	0	0.0%	3	149	152	2.4%
PROFESSIONAL SUB-TOTAL	0	0	0	0.0%	17	213	230	3.7%
3. EXCLUDED								
Non-Exec. Excluded	58	0	58	1.1%	0	0	0	0.0%
Executive Excluded	0	0	0	0.0%	9	77	86	1.4%
EXCLUDED SUB-TOTAL	58	0	58	1.1%	9	77	86	1.4%
TOTAL CLASSES	4,783	526	5,309	100.0%	501	5,712	6,213	100.0%

*Gender-Dominated Classes: 10 or more incumbents, 70% or more gender-dominated

Footnote:
Professional Assoc.[1]: MACA - Manitoba Association of Crown Attorneys
MMA - Manitoba Medical Association
LALA - Legal Aid Lawyers' Association
OPEEPM/PIPS - Organization of Professional Engineers Employed By the Province of Manitoba/Professional Institute of Public Servants

Note: Percentages may not add to one hundred due to rounding.
Source: Compensation Services, Civil Service Commission, October 1, 1985

Additional Female-Dominated Classes

As outlined by The Pay Equity Act, classes other than those defined by 10/70 criteria may be considered gender-dominated in accordance with the negotiated agreement of the parties concerned. The parties agreed to add classes of fewer than ten which were female-dominated primarily in order to complete female-dominated series. For example, Dental Assistant II had been included as a 10/70, so Dental Assistant I was included as an additional class to complete this series. Other classes which had fewer than ten incumbents, such as dieticians, were also added on the basis of historical female-dominance. A complete list of these additional classes is presented as Appendix 3.

It should be noted that these additional classes were added only for examination as part of the wage adjustment negotiation stage, and were not part of the evaluation process.

Table 4, page 22, displays the additional female classes which were included. A total of 32 female-dominated classes (111 employees) were added with the majority of classes being from the clerical component (44%).

In summary, a total of 82 female-dominated classes were included as part of the evaluation and/or wage adjustment process, as shown in Table 5, on page 23. This encompassed a total of 5,421 employees or 31% of the overall civil service, and 4,891 women or 63% of the female workforce in the civil service.

Senior Officers

Using the definition of class outlined in the Act, the parties agreed positions such as Deputy Ministers, Assistant Deputy Ministers and Senior Directors, collectively referred to as senior officers, would not be included as a gender-dominated class. The primary considerations not to include them were that the positions had no similar qualifications or skills required as did other classes; and the positions were linked simply by virtue of a common pay grid.

Memorandum of Agreement, First Phase

On June 25, 1987 a "Memorandum of Agreement between the Government of Manitoba and the Manitoba Government Employees' Association" pursuant to Section

9(1)(a) of The Pay Equity Act was signed and was duly filed with the Pay Equity Bureau. Thus the parties fulfilled the legislated deadline for conclusion of the first stage of the negotiations. A copy of that Agreement is reproduced as Appendix 4.

TABLE 4
MANITOBA CIVIL SERVICE
SUMMARY OF EMPLOYEES IN ADDITIONAL FEMALE CLASSES*: 1985

EMPLOYEE GROUPS	NUMBER OF CLASSES	EMPLOYEE DISTRIBUTION			
		NUMBER OF FEMALES	NUMBER OF MALES	NUMBER OF EMPLOYEES	% OF TOTAL EMPLOYEES IN ADD/FEM CLASSES
1. MAN. GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)					
Administration	0	0	0	0	0.0%
Clerical	14	54	2	56	50.0%
Corrections	0	0	0	0	0.0%
Education	4	20	2	22	19.6%
Health	8	17	0	17	15.2%
Legal, Insp. & Reg.	0	0	0	0	0.0%
Physical Sciences	0	0	0	0	0.0%
Social Sciences	3	12	0	12	10.7%
Trades, Op. & Serv.	2	4	0	4	3.6%
MGEA SUB-TOTAL	31	107	4	111	99.1%
2. PROFESSIONAL ASSOC.[1]					
MACA	0	0	0	0	0.0%
MMA	0	0	0	0	0.0%
LALA	0	0	0	0	0.0%
OPEEPM/PIPS	0	0	0	0	0.0%
PROFESSIONAL SUB-TOTAL	0	0	0	0	0.0%
3. EXCLUDED					
Non-Exec. Excluded	1	1	0	1	0.9%
Executive Excluded	0	0	0	0	0.0%
EXCLUDED SUB-TOTAL	1	1	0	1	0.9%
TOTAL CLASSES	32	108	4	112	100.0%

*Additional Female Classes: classes of less than 10 incumbents, considered female-dominated
Footnote:
Professional Assoc.[1]: MACA - Manitoba Association of Crown Attorneys
MMA - Manitoba Medical Association
LALA - Legal Aid Lawyers' Association
OPEEPM/PIPS - Organization of Professional Engineers Employed by the Province of Manitoba/Professional Institute of Public Servants
Note: Percentages may not add to one hundred due to rounding.
Source: Compensation Services, Civil Service Commission, October 1, 1985

TABLE 5
MANITOBA CIVIL SERVICE
SUMMARY OF EMPLOYEES IN FEMALE-DOMINATED* AND ADDITIONAL** CLASSES: 1985

EMPLOYEE GROUPS	TOTAL CLASSES FEMALE-DOM AND ADDITIONAL	EMPLOYEE DISTRIBUTION			
		NUMBER OF FEMALES	NUMBER OF MALES	NUMBER OF EMPLOYEES	% OF TOTAL EMPLOYEES
1. MAN. GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)					
Administration	1	63	20	83	1.5%
Clerical	35	3,319	204	3,523	65.0%
Corrections	0	0	0	0	0.0%
Education	9	123	19	142	2.6%
Health	15	597	120	717	13.2%
Legal, Insp. & Reg.	3	84	10	94	1.7%
Physical Sciences	0	0	0	0	0.0%
Social Sciences	9	351	72	423	7.8%
Trades, Op. & Serv.	7	295	85	380	7.0%
MGEA SUB-TOTAL	79	4,832	530	5,362	98.9%
2. PROFESSIONAL ASSOC.[1]					
MACA	0	0	0	0	0.0%
MMA	0	0	0	0	0.0%
LALA	0	0	0	0	0.0%
OPEEPM/PIPS	0	0	0	0	0.0%
PROFESSIONAL SUB-TOTAL	0	0	0	0	0.0%
3. EXCLUDED					
Non-Exec. Excluded	3	59	0	59	1.1%
Executive Excluded	0	0	0	0	0.0%
EXCLUDED SUB-TOTAL	3	59	0	59	1.1%
TOTAL CLASSES	82	4,891	530	5,421	100.0%

*Gender-Dominated Classes: 10 or more incumbents, 70% or more gender-dominated
**Additional Female Classes: classes of less than 10 incumbents, considered female-dominated
Footnote:
Professional Assoc.[1]: MACA - Manitoba Association of Crown Attorneys
MMA - Manitoba Medical Association
LALA - Legal Aid Lawyers' Association
OPEEPM/PIPS - Organization of Professional Engineers Employed by the Province of Manitoba/Professional Institute of Public Servants
Note: Percentages may not add to one hundred due to rounding.
Source: Compensation Services, Civil Service Commission, October 1, 1985

PHASE II

A. JOB ANALYSIS

The parties agreed current, accurate information on jobs was essential, and negotiated a process to ensure this.

Representative Positions

The parties agreed on the selection of one representative position from each class to provide job content information for the rating process.

To ensure accuracy and fairness, the committee negotiated criteria for selection of the representative job for each class. They were:

- the job should be an established position, not new or recently reclassified;
- the job should be free of dispute of any kind;
- the job must be representative of the most populous functions within the class; and
- the job should be located in a department where there is significant usage or population of that classification.

Initially, the parties considered using existing job descriptions. However, recognizing the need for up-to-date information, it was agreed that selected employees should rewrite their own job descriptions. Supervisors were required to review job descriptions and sign them off as accurate.

Incumbent Selection

1. MGEA Represented Classes

   The selection of employees or incumbents to rewrite job descriptions was a joint decision. It was agreed the incumbent had to be:

   - agreeable to both parties;
   - perceived to be a confident and capable employee; and
   - have at least one year of experience in the job.

Management team consulted with personnel directors in each department and drew up a possible list of names - one for each of the 182 MGEA classes to be evaluated. The union team consulted with representatives of occupational components and after scrutinizing the list, recommended about thirty changes. All substitutes were examined and accepted by management as meeting the critera.

2. Non-MGEA Classes

a) Professional Associations. The management component of the rating committee examined these seven male-dominated classes in consultation with representatives of the associations.

b) Excluded Employees. The commissioner contacted all excluded employees directly and invited them to develop with her an acceptable means for selecting representative jobs. A short list of jobs from these two classes was circulated to the employees who voted on the jobs which would be examined, and the employees who would rewrite their job descriptions.

Incumbents in the MGEA were sent a package of information with a covering letter co-signed by the Pay Equity Commissioner and the President of the MGEA. Each incumbent received a blank job description form, clearly marked PAY EQUITY PURPOSES ONLY. In addition, four sample job descriptions were provided. The samples were: storekeeper for the Clerical category; safety manager for the Administrative category; a cartographic technician for the Technical category and an arts funder for the Professional category. A sample is attached as Appendix 5.

Over the summer months, job incumbents were invited to attend voluntary training sessions with representatives of labour, management and the consultant. These sessions were designed to make employees aware of the purpose and intent of the exercise and alert them to the issues of gender neutrality in description writing. The sessions were also arranged to establish contact between employees and representatives of the negotiating committee. Sessions were staggered and incumbents were asked to complete their job descriptions within two weeks of attending a training session. On completion, the job descriptions were signed off by supervisors and forwarded

to the Civil Service Commission where they were checked for completeness of information and signatures.

Negotiating the process and obtaining job content information prior to starting the rating process took approximately 10 - 12 weeks. All job descriptions were received. This process worked well. Employees provided clear and concise information about their jobs.

Rating of Gender-Dominated Job Classes

1. Committee Structure

The committee strongly believed that to minimize potential bias, rating should be done by consensus of a representative group rather than by a single job analyst. If factor definitions were well defined and well understood, the committee believed consensus could develop on the rating decisions. A special rating committee, separate from the negotiating committee, was formed.

The committee was composed of five management and five labour representatives. In forming the committee, both sides agreed members should

- draw on as varied experiences as possible;
- include regional representatives; and
- avoid personalities with a history of conflict.

The rating committee comprised:

Management Representatives

Director, Compensation Services, Labour Relations, Civil Service Commission	(male)
Policy Analyst (Former Deputy Minister)	(male)
Special Projects Officer, Civil Service Commission	(female)
Director, Personnel, Dept. of Health	(female)
Director, Personnel, Dept. of Highways	(male)

Labour Representatives

Staff Representative (Clerical), MGEA	(male)
Staff Representative (Health), MGEA	(male)
Clerk and Director of Clerical Component, employee, MGEA	(female)
Court Reporter, employee, MGEA	(female)
Administrative Secretary, employee, MGEA	(female)

2. Training

Training for the rating committee was provided. The Hay consultants provided a 2 1/2 day intensive training session for all members. The purpose was to familiarize the committee with the factor definitions and the use and application of the system. Members practised application of the system using the four sample job descriptions. The Pay Equity Bureau provided training on gender-neutrality. While the main purpose of the training session was to assist the rating committee, these sessions were also opened to members of the larger negotiating committee. A staff person from the Manitoba Women's Directorate also attended the training session as an observer.

3. Roles

The consultants were available to provide "on-the-job" training for the rating committee and to facilitate and support application of the system throughout the rating process.

Two staff were made available by management to act as secretaries to the committee.

As the committee proceeded through the work of rating, jobs were examined by individual factor as well as by whole job. All jobs were reviewed several times for consistency and quality control. This is often referred to as "sore thumbing". No ratings were final until there was consensus among all members.

4. Back-up Plans

At the outset, the joint committee had concerns about the workability of the process. Some concerns included: what would happen if voting lines developed; how would the ten reach agreements; and how would ties be broken; how would disputes be resolved?

Initially some thought was given to establishing another smaller group which could rule on issues in dispute. However, it was decided that the rating committee would be given authority and responsibility to reach decisions. On occasion some difficulty was encountered relative to full understanding of a job. On these occasions two people (one union, one management) from the rating committee would visit the incumbent to obtain more information and report back to the rating committee.

5. Job Rating

The rating process occurred between September and December 1986. The ten member joint committee worked three days a week - a total of forty days. All decisions were taken by consensus, with full participation of both sides. If on occasion one member had to be absent, rating continued. Classes closely related to a member's area of expertise were not rated in their absence. The committee completed the rating process within the designated timeframe.

6. Evaluation Results

After the rating of the job classes was completed, the ranges of point values for the female and male-dominated classes were assessed. As shown in Appendix 6, the point values for the female-dominated classes went to 403 points; 27 male-dominated classes with point values above 403 were excluded at this stage of analysis. Appendix 6 lists the point values of all male and female-dominated classes up to and including 403 points. This list encompasses 48 MGEA and two excluded female-dominated classes, and 113 MGEA and one excluded male-dominated classes.

B. WAGE ADJUSTMENT NEGOTIATIONS

The committee which negotiated the wage adjustments consisted of the following:

Management Team

Director, Negotiation Services, Labour Relations, Civil Service Commission	(male)
Director, Compensation Services, Labour Relations, Civil Service Commission	(male)

Labour Team

Director of Negotiation Services, MGEA	(male)
Staff Representative (Clerical), MGEA	(male)
Staff Representative (Health), MGEA	(male)
Fourth Vice-President, employee, MGEA	(female)
Director of Clerical Component, employee, MGEA	(female)
Third Vice-President, employee, MGEA	(female)

Each team had a chief negotiator. The complexity of negotiations at this point required a sub-committee, one from each side, that would work out alternatives and bring back the analysis for consideration. This sub-committee consisted of the Director of Compensation Services and the Staff Representative (Health).

As required by the legislation, the commissioner oversaw all aspects of the wage negotiations phase of implementation.

A preliminary look at the data from the rating committee indicated that a dual compensation practice based on gender did exist in the organization. Both sides took some time, at this point, to study the information and prepare for the wage negotiations. The committee developed key objectives, outlining that any potential wage settlement model:

- must respect the demands of the legislation including the 4% cost ceiling;

- must meet all the legislative tests;

- must close the gender wage gap identified by the evaluation process;

- must render female and male pay practices virtually the same;

- should maintain as much as possible existing relativity among female classes and avoid "leapfrogging" of female classes within a traditional career development pattern. (Leapfrogging in this context means pay rates for one female class exceeding rates for a female class which has traditionally represented a promotional opportunity for workers in the lower class.); and

- should be satisfactory to the MGEA, the government, the Pay Equity Commissioner and the Pay Equity Bureau.

These objectives assisted the committee to identify the most appropriate approach for determining wage adjustments. After assessing various models of adjustment, the parties agreed that the most appropriate approach was to move the female pay line to the male pay line. This approach satisfied all of the objectives outlined above including maintenance of female relativities. A brief description of this method is given in the following section.

Wage Adjustment Model

After rating all the specified job classes, the point value for each job class was matched with its corresponding hourly maximum wage rate and plotted on a graph. At this point in analysis, the 1987 wage rates were used for the plotting of these points. This "scattergram" is shown as Figure 3, page 32.

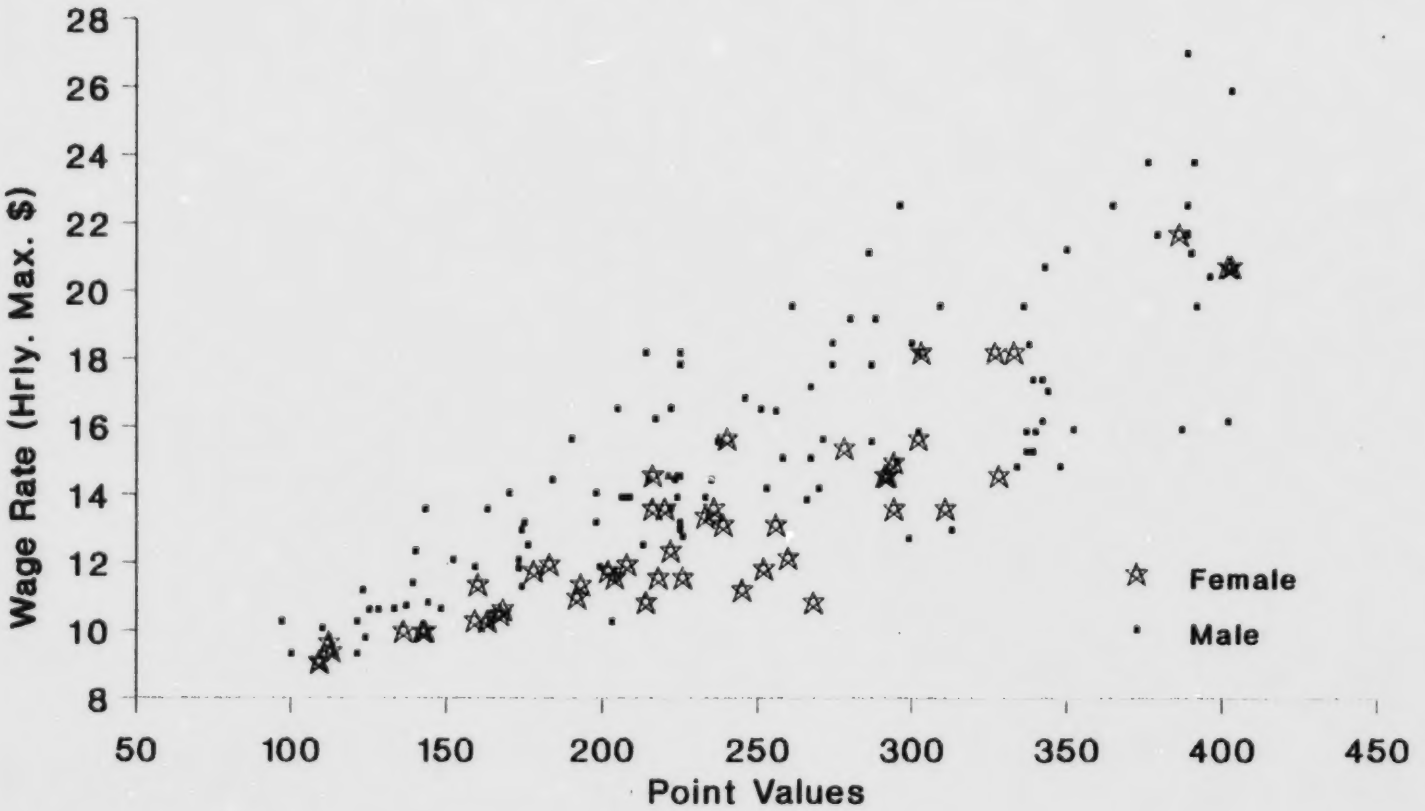
Using the data on the pay rates listed in Appendix 7 and the corresponding value points for each job class, a statistical approach called regression analysis was applied to determine separate pay lines for the male and female-dominated job classes. The parties observed that the wage or pay line for the female-dominated classes was substantially below the pay line for the male classes, and concluded that employees in female-dominated job classes were being paid less for jobs of comparable value to male-dominated classes. This analysis is displayed graphically as Figure 4, page 33.

The parties agreed that the most appropriate approach for correcting this identified gender-based wage gap was to equate the male and female pay lines.

Since The Pay Equity Act stipulates that an employer can not reduce the wages of any employee in order to implement pay equity, the female pay line was adjusted upward to fall on the male pay line.

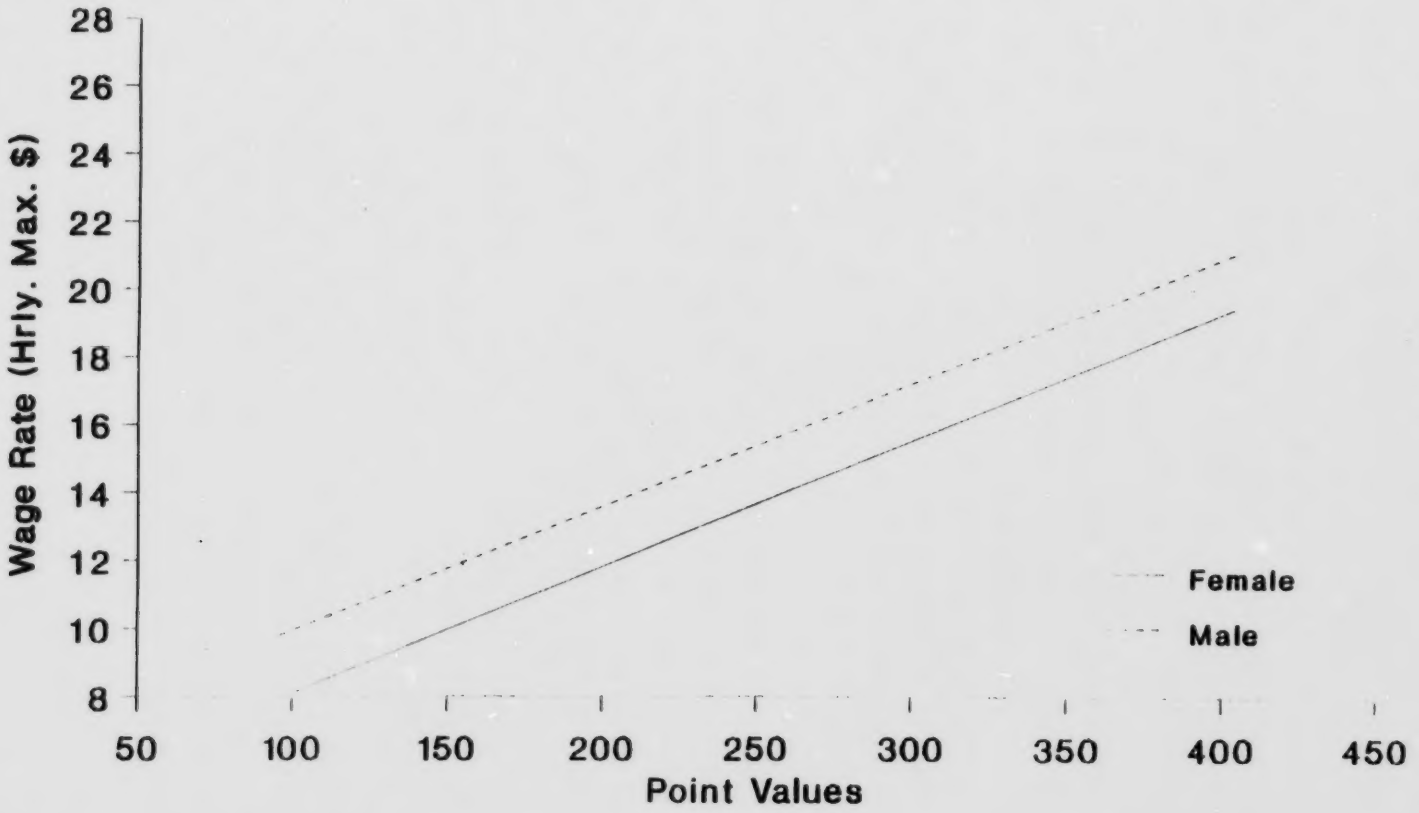
At the same time, the female relativities between female classes was largely preserved by maintaining, where possible, the differences in pay between female classes. That is, the female classes were not all adjusted to fall directly on the male line but were allowed the original scatter that occurred around the female line. For example, if a female-dominated class was 10¢ above the original female pay line, when the line was adjusted upward, the rate of pay for this class was 10¢ above the male pay line.

FIGURE 3
MANITOBA CIVIL SERVICE
Evaluated Classes (MGEA): 1987



SOURCE: Civil Service Commission

FIGURE 4
MANITOBA CIVIL SERVICE
Female and Male Salary Lines: 1987



SOURCE: Civil Service Commission

Female-Dominated Classes Receiving Pay Equity Adjustments

Table 6, page 36, provides a summary of the female-dominated classes which received pay equity adjustments as determined by the process outlined above.

From a total of 50 female classes which were evaluated, 42 classes received adjustments. Twenty-one of these classes were in the Clerical component, followed by seven in Health and five in Trades. These classes are listed in Appendix 7.

The average total adjustment was $1.87 per hour or a 15% total increase over the hourly rate. The most significant total percentage increases in wage rates by component were the Administrative Secretary 4 (26%) and Clerk 4 (22%) in the Clerical component; Library Technician 2 (19%) in the Education component; Institutional Supervisor 1 (30%) and Licenced Practical Nurse (25%) in the Health component; and Cook 2 (21%) and Cook 3 (25%) in the Trades component.

Additional Classes Receiving Pay Equity Adjustments

From a total of 32 additional female classes which were examined, as shown in Table 6, page 36, 21 received pay equity adjustments. A complete listing of classes is presented as Appendix 8. Institutional Supervisors 2 and 3, received the highest increases of 28% and 26%.

In total, pay equity wage adjustments affected approximately 4,980 workers, 92% being women and 8% men. The majority of these workers were in the Clerical component.

Female-Dominated Classes Not Receiving Pay Equity Adjustments

From a total of 50 female-dominated classes which were evaluated, eight classes did not receive wage adjustments because their hourly maximum wage rates either exceeded the male pay line or the differences in wage rates were not statistically significant. A list of these classes is given in Appendix 9.

Eleven of the additional classes which were examined also did not receive adjustments. A list of these classes is shown in Appendix 10.

Total Cost to Employer

As stipulated in The Pay Equity Act, no employer is obligated to allocate more than 1% of the total previous 12 month's payroll for a period of four years. The total costs for the pay equity adjustments for the civil service was within this level. The total projected cost over a a four-year period is $16.3 million. This amounts to 3.3% of annual straight-time payroll or 0.8% per year.

TABLE 6
MANITOBA CIVIL SERVICE
TOTAL EVALUATED AND ADJUSTED FEMALE CLASSES BY EMPLOYEE GROUP: 1987

EMPLOYEE GROUPS	FEMALE-DOM CLASSES* (10/70) EVALUATED	ADDITIONAL FEMALE CLASSES** EXAMINED	ADJUSTED FEMALE CLASSES: FEMALE-DOM CLASSES (10/70)	ADJUSTED FEMALE CLASSES: ADDITIONAL FEMALE CLASSES	ADJUSTED FEMALE CLASSES: TOTAL FEMALE CLASSES	ADJUSTED FEMALE CLASSES: % OF TOTAL FEMALE CLASSES ADJUSTED
1. MAN. GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)						
Administration	1	0	1	0	1	1.6%
Clerical	21	14	21	14	35	55.6%
Corrections	0	0	0	0	0	0.0%
Education	5	4	2	0	2	3.2%
Health	7	8	7	3	10	15.9%
Legal, Insp. & Reg.	3	0	2	0	2	3.2%
Physical Sciences	0	0	0	0	0	0.0%
Social Sciences	6	3	2	1	3	4.8%
Trades, Op. & Serv.	5	2	5	2	7	11.1%
MGEA SUB-TOTAL	48	31	40	20	60	95.2%
2. PROFESSIONAL ASSOC.[1]						
MACA	0	0	0	0	0	0.0%
MMA	0	0	0	0	0	0.0%
LALA	0	0	0	0	0	0.0%
OPEEPM/PIPS	0	0	0	0	0	0.0%
PROFESSIONAL SUB-TOTAL	0	0	0	0	0	0.0%
3. EXCLUDED						
Non-Exec. Excluded	2	1	2	1	3	4.8%
Executive Excluded	0	0	0	0	0	0.0%
EXCLUDED SUB-TOTAL	2	1	2	1	3	4.8%
TOTAL CLASSES	50	32	42	21	63	100.0%

*Gender-Dominated Classes: 10 or more incumbents, 70% or more gender-dominated
**Additional Female Classes: classes of less than 10 incumbents, considered female-dominated
Footnote:
Professional Assoc.[1]: MACA - Manitoba Association of Crown Attorneys
MMA - Manitoba Medical Association
LALA - Legal Aid Lawyers' Association
OPEEPM/PIPS - Organization of Professional Engineers Employed By the Province of Manitoba/Professional Institute of Public Servants

Note: Percentages may not add to one hundred due to rounding.
Source: Compensation Services, Civil Service Commission, October 1, 1987

Memorandum of Agreement, Second Phase

The second agreement, between the Government of Manitoba and the MGEA pursuant to section 9(1)(c) of the Act was signed September 29, 1987 and is included as Appendix 11. In accordance with the Act, a copy of the above agreement was duly filed with the Manitoba Pay Equity Bureau on October 27, 1987. The parties agreed that the wage adjustments for year one were to be retroactive to September 26, 1987, so that the employees affected received immediate benefit of the signed agreement.

CLOSURE OF THE GENDER-BASED WAGE GAP

The final stage in the pay equity implementation process was to do an assessment of the impact of pay equity adjustments on the wage gap between men and women workers in the civil service.

Average hourly wages were computed for men and women employees at two points: 1986 (pre-pay equity) and post pay equity, after completion of the total four-year adjustment (post-pay equity). These hourly rates were determined for all male and female employees who were members of the MGEA and for the government overall, including employees belonging to a professional association and non-unionized employees.

As displayed in Table 7, page 38, in 1986, women in the MGEA received 86% of the average hourly wages of men, demonstrating a gender wage gap of 14%. After pay equity adjustments, it is projected that women will be paid an average hourly rate that is 93% of the male wages. This shows a marked closure of the wage gap by 50% from 14% to 7%.

In the government overall, women in 1986 had average hourly wages which were 18% less than males. With pay equity adjustments, it is projected that the average hourly wages for women will increase to 87% of the average for men, a closure of 28% of the gender differential.

The closure of the gender wage gap is less significant for all government employees in contrast to MGEA members. This is not surprising since non-MGEA members include 563 males (compared with 89 females) in professional and executive positions such as lawyers, engineers, auditors and senior management positions. The table shows that the average hourly wages for males increases with the inclusion of these employees, from $14.96 for male MGEA members to $16.27 for all male employees in 1986 and from $15.02 in the post-pay equity period for male MGEA members to $16.34 for all male employees.

TABLE 7
MANITOBA CIVIL SERVICE
PRE- AND POST-PAY EQUITY IMPLEMENTATION
AVERAGE HOURLY WAGES BY GENDER AND PAY RATIOS

	AVERAGE HOURLY WAGE (WEIGHTED)	
	1986 PRE-PAY EQUITY	PROJECTED ESTIMATES POST-PAY EQUITY
MANITOBA GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)		
Females	$12.91	$13.92
Males	$14.96	$15.02
All Employees	$14.01	$14.52
Female/Male Pay Ratio	0.86	0.93
TOTAL CIVIL SERVICE		
Females	$13.27	$14.26
Males	$16.27	$16.34
All Employees	$14.94	$15.42
Female/Male Pay Ratio	0.82	0.87

Note: Projections based on total pay equity adjustments with no other increases
Source: Compensation Services, Civil Service Commission: 1987

CONCLUSION

In conclusion, it should be noted that pay equity implementation resulted in a significant reduction of the wage gap within the civil service. This is particularily apparent for workers who were members of the MGEA where the gender wage gap was decreased by 50% through the pay equity process. This further demonstrates that women's occupational segregation into traditionally female jobs which are undervalued is by far the most important factor influencing the wage gap and that pay equity is an effective means of reducing the impact of this factor.

However, the gender wage gap is also the result of other factors such as female advancement into higher level positions in the civil service. Pay equity legislation can eliminate gender discrimination based on undervaluing of jobs but other employment equity mechanisms such as affirmative action programs are also necessary to eliminate the gender wage gap.

APPENDIX 1: HAY GUIDE CHART - PROFILE

HAY GUIDE CHART-PROFILE
METHOD OF POSITION EVALUATION

Core factor	Sub factor	Sub factor	Core Factor
Skill	Intellectual skill	Knowledge and skill, however acquired, associated with practical procedures, specialized techniques and scientific disciplines	Know-How
		Conceptual or actual management knowledge and skill	
		Human relations skill	
	Physical skill	Physical skill associated with practical procedures and specialized techniques	
Effort	Intellectual effort	The independence, complexity, and novelty of the thinking required in the job	Problem Solving
	Physical effort	Intensity, frequency, and duration of physical effort or activity producing physical stress or fatigue	Working Conditions
Responsibility	Accountability for machines, finances, and other resources	Size of the organizational unit or function which the job affects as indicated by the resources (human or otherwise) involved	Accountability
	Accountability for work of other employees	The role of the job in bringing out the objectives of an organizational unit or function, including accountability for the work of others	
	Reliance on employees to perform the work	Nature of the organizational unit or function requiring management knowledge and skill	Know-How
Working Conditions	Noise, heat, cold physical danger, conditions hazardous to health, other conditions produced by the physical work environment	Intensity, frequency, and duration of unavoidable conditions in physical environment (environmental factors include for example: fumes, temperature, noise, vibration, dirt, dust, and unavoidable exposure to hazardous substances, equipment, and/or situations)	Working Conditions
	Isolation, mental stress, other conditions produced by psychological work environment	Intensity, frequency, and duration of sensory attention required during the work process	
		Intensity, frequency, and duration of exposure to factors inherent in the work process or environment, e.g. isolation, which increase the risk of such conditions as tension or anxiety	

APPENDIX 2: GENDER-DOMINATED CLASSES

APPENDIX 2
MANITOBA CIVIL SERVICE
LIST OF GENDER-DOMINATED CLASSES*
BY GENDER AND EMPLOYEE GROUP: OCTOBER 1, 1985

CLASS TITLE BY EMPLOYEE GROUP	PERCENT FEMALE-DOMINANCE
***** FEMALE-DOMINATED CLASSES *****	
1. MANITOBA GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)	
ADMINISTRATION	
ADMIN OFFICER (AO)	75.9%
CLERICAL	
ACCT CLERK 1 (AK1)	89.8%
ACCT CLERK 2 (AK2)	87.9%
ADM SECY TO JUDGE (AYJ)	100.0%
ADMIN SECTY 1 (AY1)	100.0%
ADMIN SECTY 2 (AY2)	98.9%
ADMIN SECTY 3 (AY3)	99.1%
ADMIN SECTY 4 (AY4)	100.0%
CLAIMS CODING CLERK (CCK)	97.3%
CLERK 2 (CL2)	86.3%
CLERK 3 (CL3)	90.9%
CLERK 4 (CL4)	87.8%
CLERK 5 (CL5)	71.8%
CLERK TYPIST 1 (CT1)	100.0%
CLERK TYPIST 2 (CT2)	99.2%
CLERK TYPIST 3 (CT3)	98.0%
COMPUTER OPER 1 (OP1)	92.3%
COMPUTER OPER 2 (OP2)	75.0%
KEYPUNCH OPER 2 (KO2)	99.0%
KEYPUNCH OPER 3 (KO3)	100.0%
SWITCHBD OPER 2 (SW2)	93.6%
WORD PROCESSOR 2 (WP2)	100.0%
EDUCATION	
LANGUAGE SPEC 3 (LG3)	74.1%
LIBRARIAN 2 (LN2)	78.6%
LIBRARY TECH 1 (LY1)	100.0%
LIBRARY TECH 2 (LY2)	94.4%
TEACH OF DEAF 2 (TF2)	73.3%

APPENDIX 2: GENDER-DOMINATED CLASSES

CLASS TITLE BY EMPLOYEE GROUP	PERCENT FEMALE-DOMINANCE
***** FEMALE-DOMINATED CLASSES *****	
1. MGEA - CONTINUED	
HEALTH	
DENTAL ASST 2 (DA2)	100.0%
DENTAL NURSE (DLN)	100.0%
INSTITUTIONAL SPVR 1 (IR1)	100.0%
LAB ASSISTANT 2 (LA2)	84.6%
LIC PRACT NURSE (LPN)	93.9%
MED TECHNOLOGIST 1 (MG1)	86.0%
NURSE 1 (N1)	77.8%
LEGAL, INSPECTION & REGULATORY	
CLERK OF COURT 1 (CC1)	94.9%
CLERK OF COURT 2 (CC2)	81.6%
COURT REPORTER 2 (CR2)	94.1%
SOCIAL SCIENCES	
DAY CARE CO-ORD (DCO)	89.7%
ECON SECURITY COUNSLR 1 (EB1)	98.7%
HLTH SOC DEV SPEC 2 (HS2)	74.2%
HLTH SOC DEV SPEC 3 (HS3)	74.8%
HOME ECONOMIST 2 (HE2)	100.0%
RESIDENCE COUNSLR (RCR)	72.7%
TRADES, OPERATIONS & SERVICES	
COOK 1 (CK1)	95.2%
COOK 2 (CK2)	84.8%
COOK 3 (CK3)	75.0%
SERVICE WORKER 1 (SK1)	77.0%
SERVICE WORKER 2 (SK2)	74.0%
2. PROFESSIONAL ASSOCIATIONS	
NIL	
3. EXCLUDED	
SECTY TO DEPT MIN	100.0%
SECTY TO MIN	100.0%

APPENDIX 2: GENDER-DOMINATED CLASSES

CLASS TITLE BY EMPLOYEE GROUP	PERCENT MALE-DOMINANCE
***** MALE-DOMINATED CLASSES *****	
1. MANITOBA GOVERNMENT EMPLOYEES' ASSOCIATION (MGEA)	
ADMINISTRATION	
ACCOUNTANT 3 (A3)	77.4%
ADMIN ANALYST (AAN)	93.3%
ADMIN OFFICER 3 (XO3)	81.9%
ADMIN OFFICER 4 (XO4)	87.7%
AIRPORT MGR 1 (RM1)	100.0%
AUDIT ACCOUNTANT 1 (AN1)	79.3%
AUDIT ACCOUNTANT 2 (AN2)	88.2%
COMPUTER PROGR 1 (CP1)	75.0%
COMPUTER PROGR 3 (CP3)	90.0%
COMPUTER PROGR (X2B)	77.8%
EDUC ADMIN CONSULTANT (EAC)	100.0%
PLANNING CONS (PCO)	72.7%
PROG COORD EDUC (PCD)	70.6%
TAX AUDITOR 2 (TX2)	80.0%
TAX AUDITOR 3 (TX3)	90.9%
CLERICAL	
STOREKEEPER 1 (ST1)	80.6%
STOREKEEPER 2 (ST2)	100.0%
STOREKEEPER 3 (ST3)	96.2%
STORES CLERK 1 (SC1)	79.2%
CORRECTIONS	
CORR SERV OFF 1 (RF1)	81.8%
CORR TRADES INST 1 (TI1)	76.9%
CORRECTIONAL OFF 1 (OC1)	79.9%
CORRECTIONAL OFF 2 (OC2)	97.2%
CORRECTIONAL OFF 3 (OC3)	82.8%
JUVENILE COUNLR 3 (JC3)	70.6%
EDUCATION	
COMM COLLEGE INST B (CIB)	74.3%
HEALTH	
MED TECHNOLOGIST 5 (MG5)	100.0%
PSYCHOLOGIST 3 (PY3)	85.7%

APPENDIX 2: GENDER-DOMINATED CLASSES

CLASS TITLE BY EMPLOYEE GROUP	PERCENT MALE-DOMINANCE
***** MALE-DOMINATED CLASSES *****	
1. MGEA - CONTINUED	
LEGAL, INSPECTION & REGULATORY	
APPRENTICE COUNS 2 (AL2)	72.7%
ASSESSMENT OFF 2 (AS2)	76.5%
ASSESSMENT OFF 3 (AS3)	100.0%
ASSESSMENT OFF 4 (AS4)	100.0%
ASST FIRE COMM 3 (AF3)	100.0%
COMPLIANCE OFF 2 (CI2)	95.2%
COMPLIANCE OFF 3 (CI3)	100.0%
DOCUMENT EXAM (DEX)	83.3%
DRIVER EXAMINER 1 (DX1)	85.7%
DRIVER EXAMINER 2 (DX2)	93.8%
DRIVER EXAMINER 3 (DX3)	100.0%
HWY TRAFF INSP 1 (MV1)	100.0%
INSPECT MECH ENG DIV (IM1)	100.0%
INSPECT MECH ENG DIV (IM2)	100.0%
MOTOR VEH INSP 1 (VI1)	93.3%
NATURAL RES OFF 2 (NR2)	96.4%
NATURAL RES OFF 3 (NR3)	100.0%
NATURAL RES OFF 4 (NR4)	100.0%
PARK PATROL OFF 1 (PP1)	81.1%
PUBLIC HEALTH INSP 2 (PR2)	96.8%
SAFETY HEALTH OFF 2 (SI2)	86.7%
SHERIFFS OFFICER 2 (SO2)	90.9%
SHERIFFS OFFICER 3 (SO3)	100.0%
PHYSICAL SCIENCES	
AG TECHNOLOGIST 3 (AG3)	94.1%
AG TECHNOLOGIST 4 (AG4)	92.3%
AGROLOGIST 3 (G3)	91.1%
AGROLOGIST 4 (G4)	94.1%
AGROLOGIST 5 (G5)	100.0%
BIOLOGIST 3 (BL3)	100.0%
CHEMIST 1 (CH1)	72.7%
CONTROL SURVEYOR 2 (CX2)	100.0%
DRAFTING TECH 3 (DM3)	84.1%
DRAFTING TECH 4 (DM4)	97.8%
ENGINEERING AID 1 (EA1)	83.2%
ENGINEERING AID 2 (EA2)	97.1%
ENGINEERING AID 3 (EA3)	98.1%
ENGINEERING AID 4 (EA4)	100.0%

APPENDIX 2: GENDER-DOMINATED CLASSES

CLASS TITLE BY EMPLOYEE GROUP	PERCENT MALE-DOMINANCE
***** MALE-DOMINATED CLASSES *****	
1. MGEA - CONTINUED	
PHYSICAL SCIENCES - CONTINUED	
ENVIRONMENTAL OFF 1 (EO1)	90.9%
ENVIRONMENTAL OFF 3 (EO3)	100.0%
GEOLOGIST 2 (GE2)	85.7%
GEOLOGIST 3 (GE3)	100.0%
PLANNER 3 (PL3)	86.7%
PLANNER 5 (PL5)	93.8%
PLANNING ASST 2 (AP2)	81.8%
RESOURCE TECH 2 (RS2)	86.7%
RESOURCE TECH 3 (RS3)	89.5%
RESOURCE TECH 4 (RS4)	100.0%
RESOURCE TECH 5 (RS5)	100.0%
TECH ENGINEER OFF 1 (TE1)	96.1%
TECH ENGINEER OFF 2 (TE2)	100.0%
TECH ENGINEER OFF 3 (TE3)	100.0%
TECHNICAL ENGIN OFF (TEO)	100.0%
SOCIAL SCIENCES	
ECON DEVELOP CONSULT 2 (IC2)	83.3%
ECON DEVELOP CONSULT 3 (IC4)	85.7%
ECON DEVELOP CONSULT 4 (IC4)	97.2%
ECON RESOURCE ANALYST 2 (ER2)	73.3%
ECON RESOURCE ANALYST 3 (ER3)	85.7%
ECON SECURITY COUNLR 3 (EB3)	71.4%
FIELD WORKER 3 (FW3)	72.2%
FIELD WORKER 4 (FW4)	83.3%
MEDIA TECHNICIAN 2 (TA2)	90.9%
SR RESEARCH ECONOMIST (SER)	90.9%
TRADES, OPERATIONS & SERVICES	
AIRCRAFT MAINT ENG (AE2)	100.0%
AIRPORT EQUIP OPER 1 (AQ1)	100.0%
ASST POWER ENG (AOE)	100.0%
ASST WORKS SPVR (AWS)	98.8%
AUTO EQUIP MECH (AEM)	100.0%
BLDG SERV WRKR 2 (BW2)	85.0%
BUILDING MGR 2 (BD2)	100.0%
BUILDING MGR 3 (BD3)	100.0%
BUILDING MGR 4 (BD4)	100.0%

APPENDIX 2: GENDER-DOMINATED CLASSES

CLASS TITLE BY EMPLOYEE GROUP	PERCENT MALE-DOMINANCE
***** MALE-DOMINATED CLASSES *****	
1. MGEA - CONTINUED	
TRADES, OPERATIONS & SERVICES - CONT'D.	
CONSTRUCTION SPVR 1 (CU1)	98.0%
CONSTRUCTION SPVR 2 (CU2)	100.0%
CONSTRUCTION WORKER (CWR)	100.0%
FIRE RANGER 2 (FR2)	95.8%
FIRE RANGER 3 (FR3)	100.0%
GARDENER 2 (GR2)	100.0%
HATCHERY HELPER (HH)	80.0%
HIGHWAYS SUPT (HIS)	100.0%
LABOURER (LAB)	88.5%
MAINT TRADES SRT 2 (SM2)	100.0%
MAINT TRADES SRT 3 (SM3)	100.0%
MAINT TRADESPERSON 1 (MM1)	100.0%
MAINT TRADESPERSON 2 (MM2)	100.0%
MAINT TRADESPERSON 3 (MM3)	100.0%
MAINTENANCE ASST (MAN)	100.0%
MECH EQUIP MECH 2 (ME2)	100.0%
MECHANIC 2 (MH2)	100.0%
OPERATOR 1 (OR1)	100.0%
OPERATOR 2 (OR2)	99.3%
OPERATOR 3 (OR3)	100.0%
OPERATOR 4 (OR4)	100.0%
PARK WORK SPVR 1 (PK1)	88.2%
PARK WORK SPVR 2 (PK2)	100.0%
PARK WORK SPVR 3 (PK3)	100.0%
PILOT 3 (PL3)	100.0%
POWER ENG 1ST CLASS PL (O1E)	100.0%
POWER ENG 3RD CL PL (O3E)	100.0%
PROJECT WKS SPVR (PWS)	100.0%
SECURITY OFF 1 (BG)	94.0%
SPECIAL OFF 2 (SR2)	100.0%
SPECIAL OFF 3 (SR3)	100.0%
TRADES HELPER (TRH)	100.0%
WATER RES SPVR (WRS)	100.0%
WELDER (WL)	100.0%
WORKS SPVR (WKS)	100.0%

APPENDIX 2: GENDER-DOMINATED CLASSES

CLASS TITLE BY EMPLOYEE GROUP	PERCENT MALE-DOMINANCE
***** MALE-DOMINATED CLASSES *****	
2. PROFESSIONAL ASSOCIATIONS	
MAN. ASSOC. OF CROWN ATTORNEYS	
LEGAL COUNSEL 2 (LF2)	79.1%
LEGAL COUNSEL 3 (LF3)	95.2%
MAN. MEDICAL ASSOCIATION	
NIL	
LEGAL AID LAWYERS' ASSOC.	
ATTORNEY (ATT)	71.4%
ORG. OF PROF. ENGINEERS EMPLOYED BY THE PROVINCE OF MANITOBA/PROFESSIONAL INSTITUTE OF PUBLIC SERVANTS	
ENGINEER 2 (EG2)	94.1%
ENGINEER 3 (EG3)	94.7%
ENGINEER 4 (EG4)	100.0%
ENGINEER 5 (EG5)	100.0%
3. EXCLUDED	
ASSESSMENT OFF 6 (AS6)	100.0%
AUDITOR 2 (AU2)	88.9%
AUDITOR 3 (AU3)	93.8%
AUDITOR 4 (AU4)	100.0%
CHAIRPERSON COMM CO (CCD)	80.0%
DEPT PERS ADMIN 4 (DP4)	75.0%

*Gender-Dominated Classes: 10 or more incumbents,
70% or more gender-dominated
Source: Compensation Services, Civil Service Commission,
October 1, 1985

APPENDIX 3: ADDITIONAL CLASSES

APPENDIX 3
MANITOBA CIVIL SERVICE
LIST OF ADDITIONAL CLASSES* BY EMPLOYEE GROUP: 1985

1. MANITOBA GOVERNMENT EMPLOYEES' ASSOCIATION

CLERICAL
- ACCOUNTING MACHINE OPERATOR 2 (AM2)
- ACCOUNTING MACHINE OPERATOR 3 (AM3)
- ADMIN. SECRETARY CHIEF JUSTICE (AYC)
- CALCULATING MACHINE CLERK 2 (C2C)
- KEYPUNCH OPERATOR SUPERVISOR 1 (KS1)
- KEYPUNCH OPERATOR SUPERVISOR 2 (KS2)
- MICROFILM OPERATOR (MFO)
- MEDICAL RECORDS TECHNICIAN (MRT)
- COMPUTER OPERATOR 3 (OP3)
- SWITCHBOARD OPERATOR 3 (SW3)
- WORD PROCESSOR 3 (WP3)
- WORD PROCESSOR 4 (WP4)
- WORD PROCESSOR 5 (WP5)
- WORD PROCESSOR 6 (WP6)

EDUCATION
- LANGUAGE SPECIALIST 1 (LG1)
- LANGUAGE SPECIALIST 2 (LG2)
- LIBRARIAN 3 (LN3)
- TEACHER OF DEAF 1 (TF1)

HEALTH
- DENTAL ASSISTANT 1 (DA1)
- DIETICIAN 1 (DI1)
- INSTITUTIONAL SUPERVISOR 2 (IR2)
- INSTITUTIONAL SUPERVISOR 3 (IR3)
- OCCUPATIONAL THERAPIST 2 (OT2)
- OCCUPATIONAL THERAPIST 3 (OT3)
- EKG TECHNICIAN 2 (EK2)
- EKG TECHNICIAN 3 (EK3)

SOCIAL SCIENCES
- HOME ECONOMIST 3 (HE3)
- HOME ECONOMIST 4 (HE4)
- HOME ADVISOR 2 (HV2)

TRADES
- INSTITUTIONAL HAIRGROOMER (IH)
- INSTITUTIONAL HAIRGROOMER, CHARGE (IHC)

*Additional Classes:
classes of less than 10 incumbents,
considered female-dominated

Source: Compensation Services,
Civil Service Commission, October 1, 1985

APPENDIX 4: FIRST AGREEMENT

MEMORANDUM OF AGREEMENT

Between

GOVERNMENT OF MANITOBA

and

MANITOBA GOVERNMENT EMPLOYEES' ASSOCIATION

SUBJECT: AGREEMENT BETWEEN THE PARTIES IN ACCORDANCE WITH SUBSECTION 9(1)(a) OF THE PAY EQUITY ACT

(1) Pursuant to subsection 9(1)(a)(i) of The Pay Equity Act, the parties hereto have selected the Hay Job Evaluation System as the system to be applied to female-dominated and male-dominated classes in the civil service.

(2) Pursuant to subsection 9(1)(a)(ii) of The Pay Equity Act, the parties hereto agree that the classes listed in Appendix A are the classes within the Manitoba Government Employees' Association bargaining unit to which the system shall be applied.

(3) The parties further agree that the classes listed in Appendix B are the additional classes within the Manitoba Government Employees' Association bargaining unit which may be considered by the parties for possible pay equity wage adjustments. However, it is expressly understood and agreed that the classes listed in Appendix B shall not be subject to the Arbitration provisions as set out in Section 10 of The Pay Equity Act.

R. S. Olsen June 25/86

On Behalf of the Manitoba Government Employees' Association — Date — On Behalf of the Government of Manitoba

Witness

Witness

APPENDIX 4: FIRST AGREEMENT

APPENDIX A

FEMALE DOMINATED CLASSES

H ADMINISTRATION	AO	Admin Officer
A CLERICAL	AK1	Accounting Clerk 1
	AK2	Accounting Clerk 2
	AY1	Admin Secretary 1
	AY2	Admin Secretary 2
	AY3	Admin Secretary 3
	AY4	Admin Secretary 4
	AYJ	Admin Secretary Judge
	CCK	Claims Coding Clerk MHSC
	CL2	Clerk 2
	CL3	Clerk 3
	CL4	Clerk 4
	CL5	Clerk 5
	CT1	Clerk Typist 1
	CT2	Clerk Typist 2
	CT3	Clerk Typist 3
	KO2	Keypunch Operator 2
	KO3	Keypunch Operator 3
	OP1	Computer Operator 1
	OP2	Computer Operator 2
	SW2	Switchboard Operator 2
	SP2	Word Processor 2
B EDUCATION	LG3	Language Specialist 3
	LN2	Librarian 2
	LY1	Library Technician 1
	LY2	Library Technician 2
	TF2	Teacher of Deaf 2
C HEALTH	CW2	Community Health Worker 2
	DA2	Dental Assistant 2
	DLN	Dental Nurse
	IR1	Institutional Supervisor 1
	LA2	Lab Assistant 2
	LPN	Licensed Practical Nurse
	MG1	Medical Technologist 1
	N1	Nurse 1
D LEGAL, INSPECT, & REGULATORY	CC1	Clerk of Court 1
	CC2	Clerk of Court 2
	CR2	Court Reporter 2

F SOCIAL SCIENCES	DCO	Day Care Co-ordinator
	EB1	Economic Security Counsellor 1
	HE2	Home Economist 2
	HS2	Health & Soc. Dev. Specialist 2
	HS3	Health & Soc. Dev. Specialist 3
	RCR	Residence Counsellor
G TRADES, OPS, SERVICES	CK1#	Cook 1
	CK2#	Cook 2
	CK3	Cook 3
	SK1	Service Worker 1
	SK2	Service Worker 2

June 25, 1986

APPENDIX 4: FIRST AGREEMENT

APPENDIX A

MALE DOMINATED CLASSES

H ADMINISTRATION	A3	Accountant 3
	AAN	Admin. Analyst
	AN1	Audit Accountant 1
	AN2	Audit Accountant 2
	CP1	Computer Programmer 1
	CP3	Computer Programmer 3
	EAC	Ed Admin Consultant
	PCD	Program Coordinator Education
	PCO	Planning Consultant
	RM1	Airport Manager 1
	TX2	Tax Auditor 2
	TX3	Tax Auditor 3
	X2B	Computer Programmer 2B
	XO3	Administrative Officer 3
	XO4	Administrative Officer 4
A CLERICAL	SC1	Stores Clerk 1
	ST1	Storekeeper 1
	ST2	Storekeeper 2
	ST3	Storekeeper 3
N CORRECTIONS	JC3	Juvenile Counsellor 3
	OC1	Correctional Officer 1
	OC2	Correctional Officer 2
	OC3	Correctional Officer 3
	RF1	Correctional Services Officer 1
	TI1	Correctional Trades Instructor 1
B EDUCATION	CIB	Comm College Instructor B
C HEALTH	MG5	Medical Technologist 5
	PY3	Psychologist 3
D LEGAL, INSPECT & REGULATORY	AF3	Asst Fire Commissioner 3
	AL2	Apprenticeship Counsellor 2
	AS2	Assessment Officer 2
	AS3	Assessment Officer 3
	AS4	Assessment Officer 4
	CI2	Compliance Officer 2
	CI3	Compliance Officer 3
	DEX	Document Examiner

D LEGAL, INSPECT & REG. con't.

DX1	Driver Examiner 1
DX2	Driver Examiner 2
DX3	Driver Examiner 3
IM1	Insp Mech Eng Div 1
IM2	Insp Mech Eng Div 2
MV1	Highway Traffic Inspector 1
NR2	Natural Resources Officer 2
NR3	Natural Resources Officer 3
NR4	Natural Resources Officer 4
PP1#	Park Patrol 1
PR2	Public Health Inspector 2
SI2	Safety Health Officer 2
SO2	Sheriff's Officer 2
SO3	Sheriff's Officer 3
VI1	Motor Vehicle Inspector 1

E PHYSICAL SCIENCES

AG3	Agricultural Technologist 3
SG4	Agricultural Technologist 4
AP2	Planning Assistant 2
BL3	Biologist 3
CH1	Chemist 1
CX2	Control Surveyor 2
DM3	Drafting Technician 3
DM4	Drafting Technician 4
EA1#	Engineering Aid 1
EA2#	Engineering Aid 2
EA3#	Engineering Aid 3
EA4#	Engineering Aid 4
EO1	Environmental Officer 1
EO3	Environmental Officer 3
G3	Agrologist 3
G4	Agrologist 4
G5	Agrologist 5
GE2	Geologist 2
GE3	Geologist 3
LP3	Planner 3
LP5	Planner 5
RS2	Resource Technician 2
RS3	Resource Technician 3
RS4	Resource Technician 4
RS5	Resource Technician 5
TE1	Tech Engineering Officer 1
TE2	Tech Engineering Officer 2
TE3	Tech Engineering Officer 3
TEO	Tech Engineering Officer

F SOCIAL SCIENCES	EB3	Economic Security Counsellor 3
	ER2	Economic Research Analyst 2
	ER3	Economic Research Analyst 3
	FW3	Field Worker 3 NA
	FW4	Field Worker 4
	IC2	Economic Dev Consultant 2
	IC3	Economic Dev Consultant 3
	IC4	Economic Dev Consultant 4
	SER	Sr. Research Economist
	TA2	Media Technician 2
G TRADES, OPS, SERVICES	AE2	Aircraft Maint Engineer 2
	AEM	Auto Equipment Mechanic
	AOE	Asst Power Engineer 1st Cl
	AQ1	Airport Equip Officer 1
	AWS#	Asst Works Supervisor
	BD2	Building Manager 2
	BD3	Building Manager 3
	BD4	Building Manager 4
	BG	Security Officer 1
	BW2	Building Service Worker 2
	CU1	Construction Supervisor 1
	CU2	Construction Supervisor 2
	CWR#	Construction Worker
	FR2#	Fire Ranger 2
	FR3#	Fire Ranger 3
	GR2	Gardener 2
	HH#	Hatchery Helper
	HIS#	Highways Superintendent
	LAB#	Labourer
	MAN	Maintenance Assistant
	ME2#	Mechanical Equip Mechanic 2
	MH2#	Mechanic 2
	MM1#	Maintenance Tradesperson 1
	MM2#	Maintenance Tradesperson 2
	MM3#	Maintenance Tradesperson 3
	O1E	Power Engineer 1st Cl Pl
	O3E	Power Engineer 3rd Cl Pl
	OR1#	Operator 1
	OR2#	Operator 2
	OR3#	Operator 3
	OR4#	Operator 4
	PK1#	Parks Works Supervisor 1
	PK2#	Parks Works Supervisor 2
	PK3#	Parks Works Supervisor 3
	PL3	Pilot 3
	PWS#	Project Works Supervisor

G TRADES, OPS, SERVICES con't.	SM2	Maint Tradesperson 2 SRT
	SM3	Maint Tradesperson 3 SRT
	SR2#	Special Officer 2
	SR3#	Special Officer 3
	TRH#	Trades Helper
	WKS#	Works Supervisor
	WL#	Welder
	WRS#	WR Supervisor

June 25, 1986

APPENDIX 4: FIRST AGREEMENT

CLERICAL COMPONENT

AM2	Accounting Machine Operator 2
AM3	Accounting Machine Operator 3
AYC	Admin. Secretary Chief Justice
C2C	Calculating Machine Clerk 2
KS1	Keypunch Operator Supervisor 1
KS2	Keypunch Operator Supervisor 2
MFO	Microfilm Operator
MRT	Medical Records Technician
OP3	Computer Operator 3
SW3	Switchboard Operator 3
WP3	Word Processor 3
WP4	Word Processor 4
WP5	Word Processor 5
WP6	Word Processor 6

EDUCATION

LG1	Language Specialist 1
LG2	Language Specialist 2
LN3	Librarian 3
TF1	Teacher of Deaf 1

HEALTH

DA1	Dental Assistant 1
DI1	Dietician 1
IR2	Institutional Supervisor 2
IR3	Institutional Supervisor 3
OT2	Occupational Therapist 2
OT3	Occupational Therapist 3
EK2	EKG Technician 2
EK3	EKG Technician 3

SOCIAL SCIENCES

HE3	Home Economist 3
HE4	Home Economist 4
HV2	Home Advisor 2

TRADES

IH	Institutional Hairgroomer
IHC	Institutional Hairgroomer, Charge

APPENDIX 5: SAMPLE JOB DESCRIPTION

- SAMPLE ONLY - CLERICAL

POSITION DESCRIPTION

Manitoba Civil Service Commission

1. IDENTIFYING INFORMATION

Department: Schools

Working Title: Storekeeper

Branch/Division: Stores

Incumbent's Name:

Staff Year No.:

Supervisor's Name:

Present Classification of Position: Inventory Officer 1 (Furniture and Equipment)

Supervisor's Staff Year No.:

Supervisor's Title: Stores Co-ordinator

2. POSITION SUMMARY

Summarize the overall purpose of the position. (This should be a one or two sentence capsule of the position's primary purpose or reason for being.)

To maintain an adequate supply of classroom furniture, business machines and lab and shop equipment by keeping track of location, condition and inventory.

3. POSITION DUTIES AND RESPONSIBILITIES

List in order of importance the major responsibilities of the position. (For each responsibility describe **what** is done, **why** it is done and **how** it is done. Attach an additional sheet if required.)	**State Magnitude** (% of time, frequency of occurrence, size, etc.)
- Reviews and fills requests for furniture, business machines and lab and shop equipment. Assesses the nature and priority of each request (ie. whether the item(s) is in stock or must be ordered when its required, how long it will take to fill the order).	Daily-requests can be large or small items
- Maintains perpetual inventory system for approximately 3000 categories of item, some of which have as many as 50 sub-categories (eg. test tubes, drill bits, typewriters). System is maintained on a mini-computer which replaced a Kardex system in 1985. Entries are taken from information contained on a Stores Requisition and include stock #, date of request and date filled. Computer program does calculations regarding numbers of available, typical demand turnaround time for orders and advises when items need to be re-ordered.	Daily-entries are made for last ½ hour of each working day
- Ensures that material is delivered and/or picked up. In cases of large or bulky items personally supervises the delivery and arranges for installation (eg. audio visual equipment). Requests help from Service Worker Supervisor as necessary and oversees actual movement of goods, as required.	Large items usually requested at beginning of semester (3x yearly-usually full-time for 2 weeks prior to beginning of semester)

APPENDIX 5: SAMPLE JOB DESCRIPTION

POSITION DUTIES AND RESPONSIBILITIES (continued)

- Prepares purchase requisitions when inventory reaches a pre-determined level, for those items covered by blanket order. Purchase requisitions must include stock #, preferred supplier, catalogue price, and required delivery date. They are forwarded to Stores Co-ordinator, who has signing authority. Blanket orders are those items which cost less than $20 each, and which are used up continually (eg. light bulbs for 16 mm., movie projectors, typewriter cartridges).	Monthly
- Advises supervisor by memo when those items not covered by blanket order reach a pre-determined level of inventory. Memo must include all the information on a purchase requisition, as well as information regarding usage (gleaned from the perpetual inventory system.)	Monthly
- Recommends inclusion of specified items on blanket order. (ie. those items costing less than $20 each which meet pre-defined usage and delivery criteria). In the last fiscal year 263 items have been added to the blanket order list.	Quarterly

4. SUPERVISORY RESPONSIBILITIES

Identify the supervisory responsibilities of the position (if any) by putting an X in the appropriate boxes

No. of people directly supervised NIL

☐ no supervisory responsibilities	☐ establish quality and quantity standards	☐ formally recommend changes in in number and class of positions
☒ show employees how to do tasks	☐ ensure quality and quantity standards are met	☐ interview employees with attendance or performance problems
☐ give advice and guidance on work procedures	☐ discuss employees' work performance with subordinate supervisors	☐ give an opinion to my supervisor in selection of new employees
☒ establish work priorities and schedules	☐ discuss work performance of subordinates with my supervisor	☐ interview candidates for vacant positions in the unit
☐ allocate staff to meet short-term fluctuations in work	☐ formally appraise employees' performance and discuss appraisal with them	☐ select candidates for vacant positions in the unit
☐ allocate staff to meet long-term work requirements	☐ recommend disciplinary action to my superiors	☐ other (specify) _____
☒ assign work to ensure continuity of work flow	☐ formally recommend disciplinary action	

5. SUPERVISION RECEIVED

What kind of supervision, instruction or direction does the incumbent receive?

Incumbent meets weekly with supervisor to advise on quantity of requests; direction is received on all matters not covered in the procedures manual.

APPENDIX 5: SAMPLE JOB DESCRIPTION

POSITION DUTIES AND RESPONSIBILITIES (cont'd)

- Co-ordinates periodic assessment of condition of inventory; recommends on disposal/repair on a quarterly basis. Usually inspects or co-ordinates the visual inspection and filling out of condition report, particularly on furniture, office and shop and lab equipment.	Annual-3/4 weeks during summer semester
- Supervises the collection of furniture for special occasions (eg. graduation, as requested).	
- Receives shipped goods and ensures orders are complete and in good condition. Matches packing slip to requisition, initials and forwards to supervisor for payment approval.	Daily-on arrival
- Maintains a pre-determined standard of cleanliness within work environment.	
- Follows pre-determined security procedures (ie. doors are locked and keys are kept on incumbent, computer is secured, goods are not left out, etc.)	

APPENDIX 5: SAMPLE JOB DESCRIPTION

KNOWLEDGE & SKILLS

Describe below what, in your opinion, is the knowledge and skill required to perform your job in a satisfactory manner. It is important to state what has to be known, not necessarily education and experience. For instance, a Forester might specify the requirement for a detailed knowledge of silvicultural techniques, management and land use planning, disease control; a secretary might specify the necessity to be able to operate word processing equipment, to know a variety of formats and layouts for reports and correspondence, and to be capable of establishing and maintaining a central office record system.

-Knowledge of the nature of a variety of goods; ability to apply that knowledge and to assimilate new information regarding those products;

-Knowledge of inventory system(s);

-Knowledge of shipping and receiving processes;

-Ability to learn, understand and apply instructions in a procedures manual;

-Knowledge of and ability to apply, safety procedures;

-Ability to operate equipment listed;

-Ability to maintain working relationships with a variety of individuals.

APPENDIX 5: SAMPLE JOB DESCRIPTION

WORKING CONDITIONS

The attached questionnaire asks for information about the conditions under which your job is performed. These working conditions are of four kinds:

- Physical Effort
- Physical Environment
- Sensory Attention
- Mental Stress

In completing the questionnaire, you should keep the following in mind.

We are assuming that there is a reasonable match between the person and the job. For example, if the job regularly required the person to be away from home for lengthy periods of time, it is unlikely to be filled by an individual with a very strong desire to spend every evening with the family. Again, "How would most people view this condition?" should be kept in mind when you are picking conditions which are noteworthy. Examples will help the reader understand the special points about your working conditions.

It is helpful if you can describe conditions as most people would see them. For example, some people would describe a situation as noisy and other people would not. The important thing here is "How would most people describe it?"

In addition to a list of the conditions under which your job must be done, it will help the reader to understand if you can describe the conditions as far as the following are concerned:

Intensity - when the condition occurs, is it mild, moderately strong, or very strong?

Frequency and Duration - is the condition always there? If not, how often does it happen - hourly, several times daily, weekly, monthly? And, when it happens, how long does it last?

APPENDIX 5: SAMPLE JOB DESCRIPTION

WORKING CONDITIONS

Organization Schools Date _____

Job Title Storekeeper Incumbent _____

Physical Effort: What kinds of physical activity are required which cause physical stress or fatigue? Examples would include lifting, carrying, pushing or pulling (what?), stretching (why?), climbing, standing, stooping, working in fixed or awkward positions or circumstances.

Nature and Intensity	Frequency and Duration
(What kind of effort? How stressful or fatiguing - very little, moderate, considerable, extreme?)	(How often does it happen? When it happens, how long does it last?)
-Lifting - usually assisted lifting equipment.	Daily - unassisted may be up to 50 lbs.
-Stretching - to reach goods on high shelves.	Daily
-Working in fixed position - for record-keeping.	Daily

APPENDIX 5: SAMPLE JOB DESCRIPTION

Physical Environment: What physical conditions are you exposed to in your job which increase the risk of accident, ill-health OR discomfort? Examples would include fumes, temperature extremes, noise, vibration, dirt, dust, hazardous substances, equipment or situations.

Nature and Intensity	Frequency and Duration
(What conditions exist? How undesirable or hazardous are they - mild, moderate, considerable, extreme?)	(How often do the conditions occur? When they occur, how long do they last?)
Some dust and dirt - fairly clean warehouse environment. (NOTE - dangerous substances are stored in another area - only exposed on an occasional basis - eg. if colleague is away sick).	Daily - on a constant basis

APPENDIX 5: SAMPLE JOB DESCRIPTION

Sensory Attention: To what extent is concentration with one or more senses (seeing, hearing, smelling, tasting, touching) required? Is there a need to concentrate with two or more senses at the same time and relate the "messages" from the various senses?

Nature and Intensity	Frequency and Duration
(Which senses are used? How intense does the concentration have to be - very little, moderate, considerable, extreme?)	(How often does this happen? When this happens, how long does it last?)
Eye-hand coordination - for use of fork lift and specialized equipment; mini computer.	Daily - no more than ½ hour at a time

APPENDIX 5: SAMPLE JOB DESCRIPTION

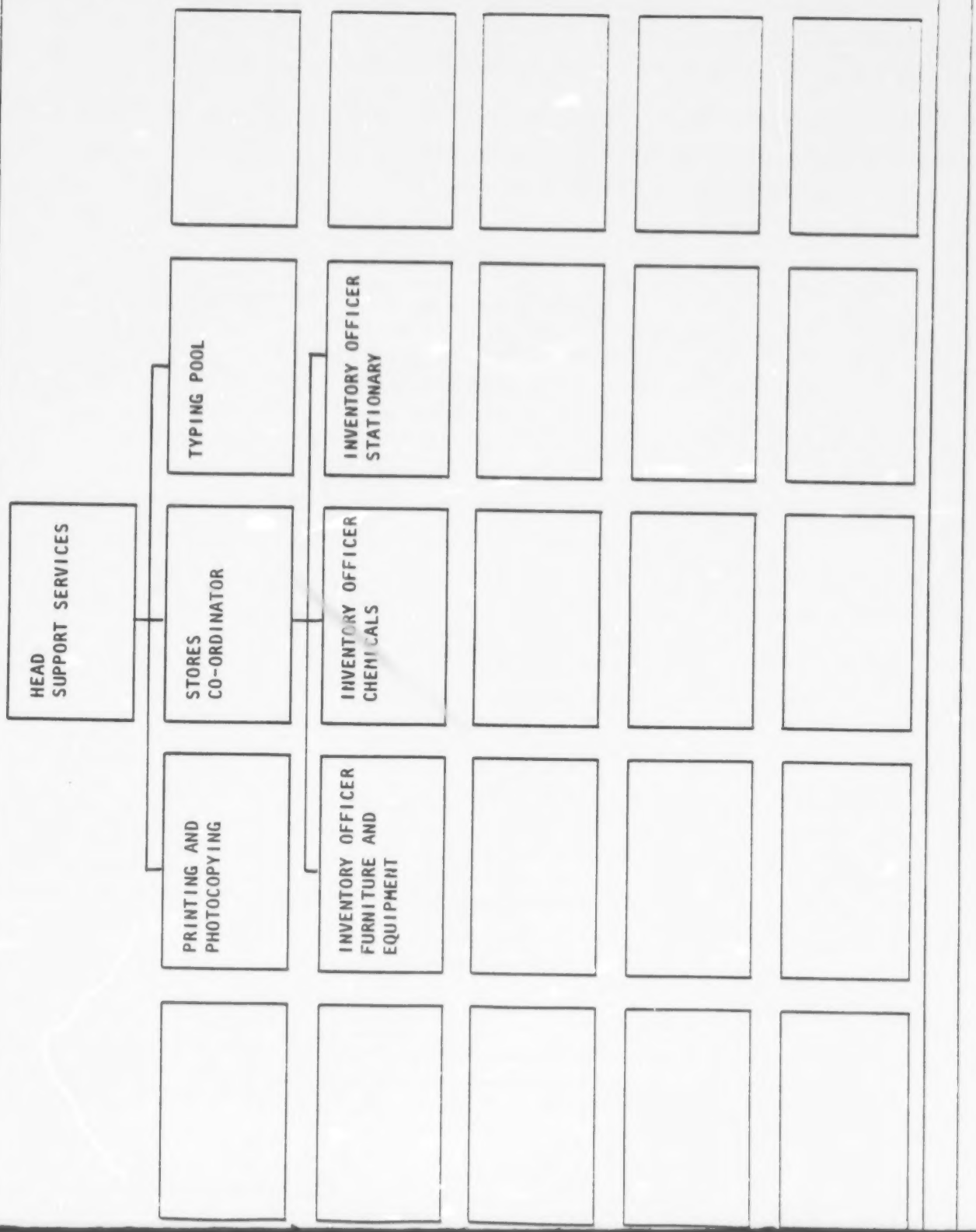
Mental Stress: What conditions cause anxiety, tension or some form of mental discomfort? Examples would include deadline pressure, lack of control over work pace, disruptions of lifestyle, isolation, repetition, emotionally disturbing experiences.

Nature and Intensity	Frequency and Duration
(What conditions exist? How strong is the mental discomfort they cause - mild, moderate, considerable, extreme?)	(How often do the conditions occur? When they occur, how long do they last?)
Deadline pressure - getting ready for start of semesters; and for special occasions.	Several times yearly - 2/3 weeks in getting ready for semesters
Lack of control over pace of work.	Occasionally - when goods must be received after hours

APPENDIX 5: SAMPLE JOB DESCRIPTION

6. ORGANIZATIONAL RELATIONSHIPS

Indicate in the organization chart below the structure of the unit or branch in which the position functions. Include staff year number and classification of all positions. (Please indicate employee classification if it differs from the position classification.)



APPENDIX 5: SAMPLE JOB DESCRIPTION

7. SCOPE FOR INDEPENDENT ACTION

What matters must the incumbent refer to the immediate supervisor?

-Order and return of goods as necessary.

-Purchase of any inventory not covered by blanket order.

-Changes to reporting systems.

What decisions can be made on own initiative?

-Purchase of goods covered by blanket order.

-Requests in accordance with procedures manual.

8. MACHINES AND EQUIPMENT

List major tools, equipment or machines used in the work, and the percentage of time spent using them

Fork Lift	2 %		%
Photocopier	2 %		%
Personal Computer	10 %		%

9. OTHER COMMENTS

Provide any additional information which would be useful in obtaining a proper appreciation of the scope and complexity of the job

Inventory has a current value of $400,000 and covers 60,000 cubic feet.

10. CERTIFICATIONS

I have read the foregoing and understand it is a description of the duties assigned to my position

Employee's Signature

Date

I certify that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent. The incumbent has received a copy of this position description.

Supervisor's Signature

14th May 1956

Date

APPENDIX 6: EVALUATION RESULTS

APPENDIX 6
MANITOBA CIVIL SERVICE
GENDER-DOMINATED CLASSES* EVALUATION RESULTS: 1987

CLASS TITLE	POINT VALUES
MAN. GOV'T. EMPLOYEES' ASSOC.	
ADMINISTRATION:	
ACCOUNTANT 3 (A3)	392
ADMIN ANALYST (AAN)	389
ADMIN OFFICER (AO)	292
AIRPORT MGR 1 (RM1)	221
AUDIT ACCOUNTANT 1 (AN1)	274
AUDIT ACCOUNTANT 2 (AN2)	286
COMPUTER PROGR 1 (CP1)	214
COMPUTER PROGR (X2B)	389
EDUC ADMIN CONSULTANT (EAC)	389
TAX AUDITOR 2 (TX2)	391
CLERICAL:	
ACCT CLERK 1 (AK1)	208
ACCT CLERK 2 (AK2)	236
ADM SECY TO JUDGE (AYJ)	222
ADMIN SECTY 1 (AY1)	113
ADMIN SECTY 2 (AY2)	159
ADMIN SECTY 3 (AY3)	226
ADMIN SECTY 4 (AY4)	260
CLAIMS CODING CLERK (CCK)	192
CLERK 2 (CL2)	136
CLERK 3 (CL3)	178
CLERK 4 (CL4)	256
CLERK 5 (CL5)	291
CLERK TYPIST 1 (CT1)	109
CLERK TYPIST 2 (CT2)	142
CLERK TYPIST 3 (CT3)	193
COMPUTER OPER 1 (OP1)	160
COMPUTER OPER 2 (OP2)	216
KEYPUNCH OPER 2 (KO2)	168
KEYPUNCH OPER 3 (KO3)	204

CLASS TITLE	POINT VALUES
MGEA - CONT'D.	
CLERICAL - CONTINUED:	
STOREKEEPER 1 (ST1)	140
STOREKEEPER 2 (ST2)	163
STOREKEEPER 3 (ST3)	224
STORES CLERK 1 (SC1)	128
SWITCHBD OPER 2 (SW2)	143
WORD PROCESSOR 2 (WP2)	204
CORRECTIONS:	
CORR TRADES INST 1 (TI1)	334
CORREC SERV OFF 1 (RF1)	352
CORRECTIONAL OFF 1 (OC1)	266
CORRECTIONAL OFF 2 (OC2)	348
CORRECTIONAL OFF 3 (OC3)	387
JUVENILE COUN 3 (JC3)	352
EDUCATION:	
COMM COLL INST B (CIB)	343
LANGUAGE SPEC 3 (LG3)	386
LIBRARIAN 2 (LN2)	333
LIBRARY TECH 1 (LY1)	202
LIBRARY TECH 2 (LY2)	239
TEACH OF DEAF 2 (TF2)	403
HEALTH:	
DENTAL ASST 2 (DA2)	218
DENTAL NURSE (DLN)	302
INSTITUTIONAL SPVR 1 (IR1)	268
LAB ASSISTANT 2 (LA2)	112
LIC PRACT NURSE (LPN)	252
MED TECHNOLOGIST 1 (MG1)	233
NURSE 1 (N1)	294

CLASS TITLE	POINT VALUES
MGEA - CONT'D.	
LEGAL, INSPECTION & REGULATORY:	
APPRENTICE COUNS 2 (AL2)	287
ASSESSMENT OFF 2 (AS2)	225
ASSESSMENT OFF 3 (AS3)	267
ASSESSMENT OFF 4 (AS4)	336
ASST FIRE COMM 3 (AF3)	309
CLERK OF COURT 1 (CC1)	183
CLERK OF COURT 2 (CC2)	216
COMPLIANCE OFF 2 (CI2)	251
COMPLIANCE OFF 3 (CI3)	288
COURT REPORTER 2 (CR2)	278
DOCUMENT EXAM (DEX)	217
DRIVER EXAMINER 1 (DX1)	143
DRIVER EXAMINER 2 (DX2)	198
DRIVER EXAMINER 3 (DX3)	258
HIGH TRAFF INSP 1 (MV1)	175
INSPECT MECH ENG DIV (IM1)	225
INSPECT MECH ENG DIV (IM2)	261
MOTOR VEH INSP 1 (VI1)	123
NATURAL RES OFF 2 (NR2)	270
NATURAL RES OFF 3 (NR3)	337
NATURAL RES OFF 4 (NR4)	339
PARK PATROL OFF 1 (PP1)	114
PUBLIC HEALTH INSP 2 (PR2)	274
SAFETY HEALTH OFF 2 (SI2)	300
SHERIFFS OFFICER 2 (SO2)	170
SHERIFFS OFFICER 3 (SO3)	271

APPENDIX 6: EVALUATION RESULTS

CLASS TITLE	POINT VALUES
MGEA - CONT'D.	
PHYSICAL SCIENCES:	
AG TECHNOLOGIST 3 (AG3)	215
AG TECHNOLOGIST 4 (AG4)	287
CHEMIST 1 (CH1)	225
DRAFTING TECH 3 (DM3)	190
DRAFTING TECH 4 (DM4)	246
ENGINEER AID 1 (EA1)	133
ENGINEER AID 2 (EA2)	176
ENGINEER AID 3 (EA3)	209
ENGINEER AID 4 (EA4)	295
ENVIRONMENTAL OFF 1 (EO1)	222
ENVIRONMENTAL OFF 3 (EO3)	296
GEOLOGIST 2 (GE2)	396
PLANNER 3 (PL3)	403
PLANNING ASST 2 (AP2)	205
RESOURCE TECH 2 (RS2)	225
RESOURCE TECH 3 (RS3)	253
RESOURCE TECH 4 (RS4)	339
RESOURCE TECH 5 (RS5)	344
TECH ENGINEER OFF 1 (TE1)	342
TECHNICAL ENGIN OFF (TEO)	337
SOCIAL SCIENCES:	
DAY CARE CO-ORD (CDO)	327
ECON DEVELOP CONS 2 (IC2)	376
ECON RESOURCE ANYST 2 (ER2)	379
ECON SECURITY COUNLR 1 (EB1)	220
ECON SECURITY COUNLR 3 (EB3)	302
FIELD WORKER 3 (FW3)	280
FIELD WORKER 4 (FW4)	365
HLTH SOC DEV SPEC 2 (HS2)	240
HLTH SOC DEV SPEC 3 (HS3)	303
HOME ECONOMIST 2 (HE2)	402
MEDIA TECHNICIAN 2 (TA2)	267
RESIDENCE COUNSLR (RCR)	294

CLASS TITLE	POINT VALUES
MGEA - CONT'D.	
TRADES, OPERATIONS & SERVICES:	
AIRCRAFT MAINT ENG (AE2)	238
AIRPORT EQUIP OPER 1 (AQ1)	121
ASST POWER ENG (AOE)	223
ASST WORKS SPVR (AWS)	174
AUTO EQUIP MECH (AEM)	198
BLDG SERV WRKR 2 (BW2)	148
BUILDING MGR 2 (BD2)	199
BUILDING MGR 3 (BD3)	299
BUILDING MGR 4 (BM4)	402
CONSTRUCTION SPVR 1 (CU1)	256
CONSTRUCTION SPVR. 2 (CU2)	338
CONSTRUCTION WORKER (CWR)	137
COOK 1 (CK1)	167
COOK 2 (CK2)	214
COOK 3 (CK3)	245
FIRE RANGER 2 (FR2)	124
FIRE RANGER 3 (FR3)	203
GARDENER 2 (GR2)	152
HATCHERY HELPER (HH)	100
HIGHWAYS SUPT (HIS)	340
LABOURER (LAB)	112
MAINT TRADES SRT 2 (SM2)	235
MAINT TRADES SRT 3 (SM3)	342
MAINT TRADESPERSON 1 (MM1)	174
MAINT TRADESPERSON 2 (MM2)	207
MAINT TRADESPERSON 3 (MM3)	237
MAINTENANCE ASST (MAN)	159
MECH EQUIP MECH 2 (ME2)	233
MECHANIC 2 (MH2)	225
OPERATOR 1 (OR1)	110
OPERATOR 2 (OR2)	125
OPERATOR 3 (OR3)	139
OPERATOR 4 (OR4)	173
PARK WORK SPVR 1 (PK1)	173
PARK WORK SPVR 3 (PK3)	313

CLASS TITLE	POINT VALUES
MGEA - CONT'D.	
TRADES, OP. & SERVICES - CONT'D.	
PARK WORKS SPVR 2 (PK2)	213
PILOT 3 (PL3)	390
POWER ENG 1ST CL PL (O1E)	302
POWER ENG 3RD CL PL (O3E)	224
PROJECT WKS SPVR (PWS)	222
SECURITY OFF 1 (BG)	97
SERVICE WORKER 1 (SK1)	109
SERVICE WORKER 2 (SK2)	163
SPECIAL OFF 2 (SR2)	121
SPECIAL OFF 3 (SR3)	164
TRADES HELPER (TRH)	144
WATER RES SPVR (WRS)	184
WELDER (WL)	206
WORKS SPVR (WKS)	226
PROFESSIONAL ASSOCIATIONS	
ORG. OF PROF. ENGINEERS EMPLOYED BY THE PROVINCE OF MANITOBA:	
ENGINEER 2	350
EXCLUDED	
SECTY TO DEP MIN	311
SECTY TO MIN	328

*Gender-Dominated Classes: 10 or more incumbents, 70% or more gender-dominated

Notes:

1. LEGISLATIVE BOUNDARIES INCLUDE:
   a) mandate confined to examination of compensation policy to assess and eliminate compensation bias against female employees;

Notes - Continued:

b) classes to be evaluated limited to 10 or more employees with a level of 70% or more female or male predominance;

c) value measured by factors: skill, effort, responsibility, and working conditions;

d) only female-dominated classes eligible for salary adjustment; reduction of wages not permissible for purpose of implementation;

e) firm timelines;

f) collectively bargained process.

2. Job scores arrived at by 10 member joint union/management evaluation committee assisted by Hay Management Consultants.

3. Parties rejected a "pay for points" system, and adopted a method to bring together male and female trend-lines after four years. Overall pay practice for male and female classifications will not be different. This respects traditional female job relationships and ensures that career planning and pathing in support of affirmative action policy is not disrupted.

4. Scores assigned to a class reflect the collective judgement of the joint evaluating committee for jobs within government departments. These cannot be duplicated for other employee groups. Scores reflect internal relationships for one employer.

Source: Compensation Services, Civil Service Commission: 1987

APPENDIX 7: PAY EQUITY ADJUSTMENTS

APPENDIX 7
MANITOBA CIVIL SERVICE
WAGE RATES AND PAY EQUITY ADJUSTMENTS OF GENDER-DOMINATED CLASSES*: 1987

CLASS TITLE BY EMPLOYEE GROUP	PRE-PAY EQUITY MAXIMUM HOURLY WAGE RATE 1987	PAY EQUITY ADJUSTMENT			
		TOTAL (4 YEARS)	% INCREASE	YEARLY INCREASE	% INCREASE
1. MANITOBA GOVERNMENT EMPLOYEES' ASSOCIATION					
ADMINISTRATION					
ACCOUNTANT 3 (A3)	$19.56				
ADMIN ANALYST (AAN)	$21.67				
ADMIN OFFICER (AO)	$14.55	$1.85	12.7%	$0.46	3.2%
AIRPORT MGR 1 (RM1)	$14.55				
AUDIT ACCOUNTANT 1 (AN1)	$17.83				
AUDIT ACCOUNTANT 2 (AN2)	$21.13				
COMPUTER PROGR 1 (CP1)	$18.18				
COMPUTER PROGR (X2B)	$22.54				
EDUC ADMIN CONSULTANT (EAC)	$27.02				
TAX AUDITOR 2 (TX2)	$23.81				
CLERICAL					
ACCT CLERK 1 (AK1)	$11.93	$2.15	18.0%	$0.54	4.5%
ACCT CLERK 2 (AK2)	$13.57	$2.67	19.7%	$0.67	4.9%
ADM SECY TO JUDGE (AYJ)	$12.34	$2.91	23.6%	$0.73	5.9%
ADMIN SECTY 1 (AY1)	$9.37	$0.71	7.6%	$0.18	1.9%
ADMIN SECTY 2 (AY2)	$10.27	$1.48	14.4%	$0.37	3.6%
ADMIN SECTY 3 (AY3)	$11.54	$2.06	17.9%	$0.52	4.5%
ADMIN SECTY 4 (AY4)	$12.13	$3.12	25.7%	$0.78	6.4%
CLAIMS CODING CLERK (CCK)	$10.96	$1.85	16.9%	$0.46	4.2%
CLERK 2 (CL2)	$9.97	$1.13	11.3%	$0.28	2.8%
CLERK 3 (CL3)	$11.74	$1.91	16.3%	$0.48	4.1%
CLERK 4 (CL4)	$13.10	$2.90	22.1%	$0.73	5.5%
CLERK 5 (CL5)	$14.55	$1.85	12.7%	$0.46	3.2%
CLERK TYPIST 1 (CT1)	$9.09	$0.65	7.2%	$0.16	1.8%
CLERK TYPIST 2 (CT2)	$9.97	$1.13	11.3%	$0.28	2.8%
CLERK TYPIST 3 (CT3)	$11.33	$1.87	16.5%	$0.47	4.1%
COMPUTER OPER 1 (OP1)	$11.33	$1.49	13.2%	$0.37	3.3%
COMPUTER OPER 2 (OP2)	$13.57	$2.30	16.9%	$0.58	4.2%
KEYPUNCH OPER 2 (KO2)	$10.61	$1.41	13.3%	$0.35	3.3%
KEYPUNCH OPER 3 (KO3)	$11.54	$2.06	17.9%	$0.52	4.5%
STOREKEEPER 1 (ST1)	$12.33				
STOREKEEPER 2 (ST2)	$13.57				
STOREKEEPER 3 (ST3)	$14.55				
STORES CLERK 1 (SC1)	$10.61				
SWITCHBD OPER 2 (SW2)	$9.97	$1.13	11.3%	$0.28	2.8%
WORD PROCESSOR 2 (WP2)	$11.54	$2.06	17.9%	$0.52	4.5%

APPENDIX 7: PAY EQUITY ADJUSTMENTS

CLASS TITLE BY EMPLOYEE GROUP	PRE-PAY EQUITY MAXIMUM HOURLY WAGE RATE 1987	PAY EQUITY ADJUSTMENT			
		TOTAL (4 YEARS)	% INCREASE	YEARLY INCREASE	% INCREASE
MGEA - CONTINUED					
CORRECTIONS					
CORR TRADES INST 1 (TI1)	$14.83				
CORREC SERV OFF 1 (RF1)	$15.93				
CORRECTIONAL OFF 1 (OC1)	$13.85				
CORRECTIONAL OFF 2 (OC2)	$14.33				
CORRECTIONAL OFF 3 (OC3)	$15.93				
JUVENILE COUN 3 (JC3)	$15.93				
EDUCATION					
COMM COLLEGE INST B (CIB)	$20.72				
LANGUAGE SPEC 3 (LG3)	$21.67	$0.00	0.0%	$0.00	0.0%
LIBRARIAN 2 (LN2)	$18.18	$0.00	0.0%	$0.00	0.0%
LIBRARY TECH 1 (LY1)	$11.74	$2.04	17.4%	$0.51	4.3%
LIBRARY TECH 2 (LY2)	$13.10	$2.54	19.4%	$0.64	4.8%
TEACH OF DEAF 2 (TF2)	$20.72	$0.00	0.0%	$0.00	0.0%
HEALTH					
DENTAL ASST 2 (DA2)	$11.54	$2.03	17.6%	$0.51	4.4%
DENTAL NURSE (DLN)	$15.64	$1.04	6.6%	$0.26	1.7%
INSTITUTIONAL SPVR 1 (IR1)	$10.81	$3.27	30.2%	$0.82	7.6%
LAB ASSISTANT 2 (LA2)	$9.62	$0.70	7.3%	$0.18	1.8%
LIC PRACT NURSE (LPN)	$11.80	$2.97	25.2%	$0.74	6.3%
MED TECHNOLOGIST 1 (MG1)	$13.34	$2.29	17.2%	$0.57	4.3%
NURSE 1 (N1)	$14.94	$1.43	9.6%	$0.36	2.4%
LEGAL, INSPECTION, & REGULATORY					
APPRENTICE COUNS 2 (AL2)	$17.83				
ASSESSMENT OFF 2 (AS2)	$14.55				
ASSESSMENT OFF 3 (AS3)	$17.18				
ASSESSMENT OFF 4 (AS4)	$19.56				
ASST FIRE COMM 3 (AF3)	$19.56				
CLERK OF COURT 1 (CC1)	$11.93	$1.69	14.2%	$0.42	3.5%
CLERK OF COURT 2 (CC2)	$14.55	$0.00	0.0%	$0.00	0.0%
COMPLIANCE OFF 2 (CI2)	$16.53				
COMPLIANCE OFF 3 (CI3)	$19.19				
COURT REPORTER 2 (CR2)	$15.36	$2.32	15.1%	$0.58	3.8%
DOCUMENT EXAM (DEX)	$16.23				
DRIVER EXAMINER 1 (DX1)	$13.57				
DRIVER EXAMINER 2 (DX2)	$14.04				
DRIVER EXAMINER 3 (DX3)	$15.08				
HIGH TRAFF INSP 1 (MV1)	$13.18				

APPENDIX 7: PAY EQUITY ADJUSTMENTS

CLASS TITLE BY EMPLOYEE GROUP	PRE-PAY EQUITY MAXIMUM HOURLY WAGE RATE 1987	PAY EQUITY ADJUSTMENT			
		TOTAL (4 YEARS)	% INCREASE	YEARLY INCREASE	% INCREASE
MGEA - CONTINUED					
LEGAL, INSPECTION, & REGULATORY - CONT'D.					
INSPECT MECH ENG DIV (IM1)	$17.83				
INSPECT MECH ENG DIV (IM2)	$19.56				
MOTOR VEH INSP 1 (VI1)	$11.18				
NATURAL RES OFF 2 (NR2)	$14.18				
NATURAL RES OFF 3 (NR3)	$15.27				
NATURAL RES OFF 4 (NR4)	$17.38				
PARK PATROL OFF 1 (PP1)	$9.31				
PUBLIC HEALTH INSP 2 (PR2)	$18.47				
SAFETY HEALTH OFF 2 (SI2)	$18.47				
SHERIFFS OFFICER 2 (SO2)	$14.04				
SHERIFFS OFFICER 3 (SO3)	$15.64				
PHYSICAL SCIENCES					
AG TECHNOLOGIST 3 (AG3)	$14.44				
AG TECHNOLOGIST 4 (AG4)	$15.56				
CHEMIST 1 (CH1)	$18.18				
DRAFTING TECH 3 (DM3)	$15.64				
DRAFTING TECH 4 (DM4)	$16.85				
ENGINEERING AID 1 (EA1)	$10.64				
ENGINEERING AID 2 (EA2)	$12.51				
ENGINEERING AID 3 (EA3)	$13.92				
ENGINEERING AID 4 (EA4)	$14.99				
ENVIRONMENTAL OFF 1 (EO1)	$16.54				
ENVIRONMENTAL OFF 3 (EO3)	$22.54				
GEOLOGIST 2 (GE2)	$20.43				
PLANNER 3 (PL3)	$25.90				
PLANNING ASST 2 (AP2)	$16.53				
RESOURCE TECH 2 (RS2)	$13.18				
RESOURCE TECH 3 (RS3)	$14.18				
RESOURCE TECH 4 (RS4)	$15.27				
RESOURCE TECH 5 (RS5)	$17.06				
TECH ENGINEER OFF 1 (TE1)	$17.38				
TECHNICAL ENGIN OFF (TEO)	$15.85				

APPENDIX 7: PAY EQUITY ADJUSTMENTS

CLASS TITLE BY EMPLOYEE GROUP	PRE-PAY EQUITY MAXIMUM HOURLY WAGE RATE 1987	PAY EQUITY ADJUSTMENT			
		TOTAL (4 YEARS)	% INCREASE	YEARLY INCREASE	% INCREASE
MGEA - CONTINUED					
SOCIAL SCIENCES					
DAY CARE CO-ORD (CDO)	$18.18	$0.00	0.0%	$0.00	0.0%
ECON DEVELOP CONS 2 (IC2)	$23.81				
ECON RESOURCE ANALYST 2 (ER2)	$21.67				
ECON SECURITY COUNLR 1 (EB1)	$13.57	$0.75	5.5%	$0.19	1.4%
ECON SECURITY COUNLR 3 (EB3)	$18.18				
FIELD WORKER 3 (FW3)	$19.19				
FIELD WORKER 4 (FW4)	$22.54				
HLTH SOC DEV SPEC 2 (HS2)	$15.64	$0.00	0.0%	$0.00	0.0%
HLTH SOC DEV SPEC 3 (HS3)	$18.18	$0.00	0.0%	$0.00	0.0%
HOME ECONOMIST 2 (HE2)	$20.72	$0.00	0.0%	$0.00	0.0%
MEDIA TECHNICIAN 2 (TA2)	$15.08				
RESIDENCE COUNSLR (RCR)	$13.57	$2.32	17.1%	$0.58	4.3%
TRADES, OPERATIONS & SERVICES					
AIRCRAFT MAINT ENG (AE2)	$15.56				
AIRPORT EQUIP OPER 1 (AQ1)	$10.26				
ASST POWER ENG (ACE)	$14.44				
ASST WORKS SPVR (AWS)	$11.29				
AUTO EQUIP MECH (AEM)	$13.18				
BLDG SERV WRKR 2 (BW2)	$10.64				
BUILDING MGR 2 (BD2)	$11.88				
BUILDING MGR 3 (BD3)	$12.71				
BUILDING MGR 4 (BD4)	$16.16				
CONSTRUCTION SPVR 1 (CU1)	$16.47				
CONSTRUCTION SPVR 2 (CU2)	$18.43				
CONSTRUCTION WORKER (CWR)	$10.73				
COOK 1 (CK1)	$10.45	$1.39	13.3%	$0.35	3.3%
COOK 2 (CK2)	$10.81	$2.26	20.9%	$0.57	5.2%
COOK 3 (CK3)	$11.18	$2.84	25.4%	$0.71	6.4%
FIRE RANGER 2 (FR2)	$9.79				
FIRE RANGER 3 (FR3)	$10.26				
GARDENER 2 (GR2)	$12.08				
HATCHERY HELPER (HH)	$9.31				
HIGHWAYS SUPT (HIS)	$15.85				
LABOURER (LAB)	$9.79				
MAINT TRADES SRT 2 (SM2)	$14.44				
MAINT TRADES SRT 3 (SM3)	$16.16				
MAINT TRADESPERSON 1 (MM1)	$12.96				
MAINT TRADESPERSON 2 (MM2)	$13.92				
MAINT TRADESPERSON 3 (MM3)	$15.56				
MAINTENANCE ASST (MAN)	$11.88				

APPENDIX 7: PAY EQUITY ADJUSTMENTS

CLASS TITLE BY EMPLOYEE GROUP	PRE-PAY EQUITY MAXIMUM HOURLY WAGE RATE 1987	PAY EQUITY ADJUSTMENT			
		TOTAL (4 YEARS)	% INCREASE	YEARLY INCREASE	% INCREASE
MGEA - CONTINUED					
TRADES ETC. - CONTINUED					
MECH EQUIP MECH 2 (ME2)	$13.92				
MECHANIC 2 (MH2)	$12.97				
OPERATOR 1 (OR1)	$10.07				
OPERATOR 2 (OR2)	$10.61				
OPERATOR 3 (OR3)	$11.39				
OPERATOR 4 (OR4)	$11.83				
PARK WORK SPVR 1 (PK1)	$12.08				
PARK WORK SPVR 2 (PK2)	$12.51				
PARK WORK SPVR 3 (PK3)	$12.96				
PILOT 3 (PL3)	$21.13				
POWER ENG 1ST CLASS PL (O1E)	$15.85				
POWER ENG 3RD CL PL (O3E)	$13.92				
PROJECT WKS SPVR (PWS)	$13.59				
SECURITY OFF 1 (BG)	$10.26				
SERVICE WORKER 1 (SK1)	$9.03	$0.65	7.2%	$0.16	1.8%
SERVICE WORKER 2 (SK2)	$10.26	$1.31	12.8%	$0.33	3.2%
SPECIAL OFF 2 (SR2)	$9.31				
SPECIAL OFF 3 (SR3)	$10.26				
TRADES HELPER (TRH)	$10.81				
WATER RES SPVR (WRS)	$14.44				
WELDER (WL)	$13.92				
WORKS SPVR (WKS)	$12.77				
2. PROFESSIONAL ASSOCIATIONS					
OPEEPM/PIPS					
ENGINEER 2	$21.23				
3. EXCLUDED					
NON-EXECUTIVE					
SECTY TO MIN	$14.55	$1.85	12.7%	$0.46	3.2%
SECTY TO DEP MIN	$13.57	$2.63	19.4%	$0.66	4.9%

*Gender-Dominated Classes: 10 or more incumbents, 70% or more gender-dominated

** % Increase = Total Pay Equity Adjustment divided by Pre-Pay Equity Hourly Wage Rate x 100%

OPEEPM/PIPS: Organization of Professional Engineers Employed By the Province of Manitoba /Professional Institute of Public Servants

APPENDIX 8: PAY EQUITY ADJUSTMENTS-ADDITIONALS

APPENDIX 8
MANITOBA CIVIL SERVICE
ADDITIONAL FEMALE CLASSES* RECEIVING PAY EQUITY ADJUSTMENTS: 1987

CLASS TITLE BY EMPLOYEE GROUP	PRE-PAY EQUITY MAXIMUM HOURLY WAGE RATE 1987	PAY EQUITY ADJUSTMENT			
		TOTAL (4 YEARS)	% INCREASE	YEARLY INCREASE	% INCREASE
1. MANITOBA GOVERNMENT EMPLOYEES ASSOCIATION					
CLERICAL					
ACCT MACHINE OPER 2 (AM2)	$10.96	$1.85	16.9%	$0.46	4.2%
ACCT MACHINE OPER 3 (AM3)	$11.93	$2.15	18.0%	$0.54	4.5%
ADMIN SECTY CHIEF JUSTICE(AYC)	$13.57	$2.91	21.4%	$0.73	5.4%
CALC MACHINE CLERK 2 (C2C)	$10.96	$0.78	7.1%	$0.20	1.8%
KEYPUNCH OPER SUPV 1 (KO1)	$13.57	$2.06	15.2%	$0.52	3.8%
KEYPUNCH OPER SUPV 2 (KO2)	$14.55	$1.85	12.7%	$0.46	3.2%
MICROFILM OPER (MFO)	$9.97	$1.13	11.3%	$0.28	2.8%
MED RECORDS TECH (MRT)	$13.10	$2.90	22.1%	$0.73	5.5%
COMPUTER OPER 3 (OP3)	$15.08	$1.12	7.4%	$0.28	1.9%
SWITCHBOARD OPER 3 (SW3)	$11.33	$1.87	16.5%	$0.47	4.1%
WORD PROCESSOR 3 (WP3)	$13.10	$1.85	14.1%	$0.46	3.5%
WORD PROCESSOR 4 (WP4)	$13.57	$1.85	13.6%	$0.46	3.4%
WORD PROCESSOR 5 (WP5)	$14.55	$1.85	12.7%	$0.46	3.2%
WORD PROCESSOR 6 (WP6)	$16.53	$1.95	11.8%	$0.49	2.9%
HEALTH					
DENTAL ASSIST 1 (DA1)	$10.79	$2.03	18.8%	$0.51	4.7%
INST SUPV 2 (IR2)	$11.88	$3.27	27.5%	$0.82	6.9%
INST SUPV 3 (IR3)	$12.71	$3.27	25.7%	$0.82	6.4%
SOCIAL SERVICES					
HOME ADVISOR 2 (HV2)	$13.57	$0.75	5.5%	$0.19	1.4%
TRADES					
INST HAIRGROOMER (IH)	$10.26	$1.31	12.8%	$0.33	3.2%
INST HAIRGROOMER CHARGE (IHC)	$10.64	$1.31	12.3%	$0.33	3.1%
2. EXCLUDED: NON-EXECUTIVE					
ADMIN SECTY PREMIER	$16.23	$1.85	11.4%	$0.46	2.8%

*Additional Female Classes: classes of less than 10 incumbents considered female-dominated
Source: Compensation Services, Civil Service Commission, 1987

APPENDIX 9: CLASSES NOT ADJUSTED

APPENDIX 9
MANITOBA CIVIL SERVICE
FEMALE-DOMINATED CLASSES* NOT RECEIVING PAY EQUITY ADJUSTMENTS: 1987

CLASS TITLE
BY EMPLOYEE GROUP

MANITOBA GOVERNMENT EMPLOYEES ASSOC.:

EDUCATION
- LIBRARIAN 2 ((LN2)
- LIBRARY TECHNICIAN 1 (LY1)
- LIBRARY TECHNICIAN 2 (LY2)

LEGAL, INSPECTION & REGULATORY
- CLERK OF COURT 2 (CC2)

SOCIAL SCIENCES
- DAY CARE COORDINATOR (DCO)
- HEALTH & SOCIAL DEVELOPMENT SPECIALIST 2 (HS2)
- HEALTH & SOCIAL DEVELOPMENT SPECIALIST 3 (HS3)
- HOME ECONOMIST 2 (HE2)

*Gender-Dominated Classes: 10 or more incumbents,
70% or more gender-dominated
Source: Compensation Services, Civil Service Commission, 1987

APPENDIX 10: CLASSES NOT ADJUSTED-ADDITIONALS

APPENDIX 10
MANITOBA CIVIL SERVICE
ADDITIONAL FEMALE CLASSES*
NOT RECEIVING PAY EQUITY ADJUSTMENTS: 1987

CLASS TITLE BY EMPLOYEE GROUP
MANITOBA GOVERNMENT EMPLOYEES ASSOC.
EDUCATION
LANGUAGE SPECIALIST 1 (LG1)
LANGUAGE SPECIALIST 1 (LG1)
LIBRARIAN 3 ((LN3)
TEACHER OF THE DEAF 1 (TF1)
HEALTH
DIETICIAN 1 (DI1)
EKG TECHNICIAN 2 (EK2)
EKG TECHNICIAN 3 (EK3)
OCCUPATIONAL THERAPIST 2 (OT2)
OCCUPATIONAL THERAPIST 3 (OT3)
SOCIAL SCIENCES
HOME ECONOMIST 3 (HE3)
HOME ECONOMIST 4 (HE4)

*Additional Female Classes: classes of less than 10 incumbents, considered female-dominated
Sources: Compensation Services, Civil Service Commission, 1987

APPENDIX 11: SECOND AGREEMENT

MEMORANDUM OF AGREEMENT
between
Government of Manitoba
and
Manitoba Government Employees' Association

SUBJECT: Agreement between the Parties in Accordance with Subsection 9(1)(c) of the Pay Equity Act

Pursuant to subsection 9(1)(c) of The Pay Equity Act, the parties hereto have reached the following agreement on the quantum, allocation and implementation of pay equity wage adjustments required by the Act.

1. Appendices A and B list the female dominated classes within the Manitoba Government Employees' Association bargaining unit which will receive pay equity wage adjustments under The Pay Equity Act.

2. The quantum of the pay equity wage adjustment for each class is listed under the "Pay Equity Wage Adjustment" column.

3. The allocation of the pay equity wage adjustment for each class will take place by providing four equal yearly increases as set out herein. The four yearly increases for each class are to be calculated by dividing the quantum of the pay equity wage adjustment for that class by four. The result is then rounded to the nearest cent for the increases in the first three years. The fourth year increase is to be calculated so that the total of the four yearly increases equals the pay equity wage adjustment.

4. The implementation of the pay equity wage adjustments shall take place over a four-year period. Each pay point of the classes receiving a pay equity wage adjustment will be adjusted by the appropriate yearly increase on each of the following dates:

September 26, 1987	Year 1 increase
September 24, 1988	Year 2 increase
September 23 1989	Year 3 increase
September 22 1990	Year 4 increase.

5. The following example demonstrates the allocation and implementation of the $1.87 pay equity wage adjustment provided for the Clerk Typist 3 class. Dividing $1.87 by 4 yields 46.75c. Rounding provides for increases of 47c in the first 3 years and an increase of 46c in year 4.

	Effective	Increase Each Pay Point
Year 1 increase	September 26, 1987	47c
Year 2 increase	September 24, 1988	47c
Year 3 increase	September 23 1989	47c
Year 4 increase	September 22 1990	46c

Peter Olfert
On Behalf of the MGEA

On Behalf of the Government

29th September 1987
Date

Annette Maloney
Witness

Witness

APPENDIX 11: SECOND AGREEMENT

87-09-17

PAY EQUITY LISTING: CLASSES AFFECTED
APPENDIX A

CLASSIFICATION	PAY EQUITY WAGE ADJ	YEAR 1 INCREASE	YEAR 2 INCREASE	YEAR 3 INCREASE	YEAR 4 INCREASE
ACCT CLERK 1	2.15	0.54	0.54	0.54	0.53
ACCT CLERK 2	2.67	0.67	0.67	0.67	0.66
ADMIN OFF	1.85	0.46	0.46	0.46	0.47
ADMIN SECTY 1	0.71	0.18	0.18	0.18	0.17
ADMIN SECTY 2	1.48	0.37	0.37	0.37	0.37
ADMIN SECTY 3	2.06	0.52	0.52	0.52	0.50
ADMIN SECTY 4	3.12	0.78	0.78	0.78	0.78
ADMIN SECTY TO JUDGE	2.91	0.73	0.73	0.73	0.72
CLAIMS CODING CLERK	1.85	0.46	0.46	0.46	0.47
CLERK 2	1.13	0.28	0.28	0.28	0.29
CLERK 3	1.91	0.48	0.48	0.48	0.47
CLERK 4	2.90	0.73	0.73	0.73	0.71
CLERK 5	1.85	0.46	0.46	0.46	0.47
CLERK OF COURT 1	1.69	0.42	0.42	0.42	0.43
CLERK TYPIST 1	0.65	0.16	0.16	0.16	0.17
CLERK TYPIST 2	1.13	0.28	0.28	0.28	0.29
CLERK TYPIST 3	1.87	0.47	0.47	0.47	0.46
COMPUTER OPER 1	1.49	0.37	0.37	0.37	0.38
COMPUTER OPER 2	2.30	0.58	0.58	0.58	0.56
COOK 1	1.39	0.35	0.35	0.35	0.34
COOK 2	2.26	0.57	0.57	0.57	0.55
COOK 3	2.84	0.71	0.71	0.71	0.71
COURT REPORTER 2	2.32	0.58	0.58	0.58	0.58
DENTAL ASST 2	2.03	0.51	0.51	0.51	0.50
DENTAL NURSE	1.04	0.26	0.26	0.26	0.26
FINANCIAL WRKR (EB1)	0.75	0.19	0.19	0.19	0.18
INST SUPVR 1	3.27	0.82	0.82	0.82	0.81
KEYPUNCH OPER 2	1.41	0.35	0.35	0.35	0.36
KEYPUNCH OPER 3	2.06	0.52	0.52	0.52	0.50
LAB ASSISTANT 2	0.70	0.18	0.18	0.18	0.16
LIBRARY TECH 1	2.04	0.51	0.51	0.51	0.51
LIBRARY TECH 2	2.54	0.64	0.64	0.64	0.62
LIC PRACT NURSE	2.97	0.74	0.74	0.74	0.75
MED TECHNOLOGIST 1	2.29	0.57	0.57	0.57	0.58
NURSE 1	1.43	0.36	0.36	0.36	0.35
RESIDENCE COUNS	2.32	0.58	0.58	0.58	0.58
SERVICE WORKER 1	0.65	0.16	0.16	0.16	0.17
SERVICE WORKER 2	1.31	0.33	0.33	0.33	0.32
SWITCHBD OP 2	1.13	0.28	0.28	0.28	0.29
WORD PROCESSOR 2	2.06	0.52	0.52	0.52	0.50

APPENDIX 11: SECOND AGREEMENT

87-09-17

PAY EQUITY LISTING: CLASSES AFFECTED
APPENDIX B

CLASSIFICATION	PAY EQUITY WAGE ADJ	YEAR 1 INCREASE	YEAR 2 INCREASE	YEAR 3 INCREASE	YEAR 4 INCREASE
ACCT MACH OP 2	1.85	0.46	0.46	0.46	0.47
ACCT MACH OP 3	2.15	0.54	0.54	0.54	0.53
ADMIN SECTY CHIEF JUST	2.91	0.73	0.73	0.73	0.72
CALC MACH CLERK 2	0.78	0.20	0.20	0.20	0.18
COMPUTER OPER 3	1.12	0.28	0.28	0.28	0.28
DENTAL ASST 1	2.03	0.51	0.51	0.51	0.50
HOME ADVISOR 2	0.75	0.19	0.19	0.19	0.18
INST HAIRGROOMER	1.31	0.33	0.33	0.33	0.32
INST HAIRGROOMER CHARGE	1.31	0.33	0.33	0.33	0.32
INST SUPVR 2	3.27	0.82	0.82	0.82	0.81
INST SUPVR 3	3.27	0.82	0.82	0.82	0.81
KEYPUNCH OP SUPV 1	2.06	0.52	0.52	0.52	0.50
KEYPUNCH OP SUPV 2	1.85	0.46	0.46	0.46	0.47
MED RECORDS TECH	2.90	0.73	0.73	0.73	0.71
MICROFILM OP	1.13	0.28	0.28	0.28	0.29
SWITCHBD OP 3	1.87	0.47	0.47	0.47	0.46
WORD PROCESSOR 3	1.85	0.46	0.46	0.46	0.47
WORD PROCESSOR 4	1.85	0.46	0.46	0.46	0.47
WORD PROCESSOR 5	1.85	0.46	0.46	0.46	0.47
WORD PROCESSOR 6	1.95	0.49	0.49	0.49	0.48